



DAP USER GUIDE FOR MAP LENDERS

CHAPTER SEVEN – MORTGAGE CREDIT: UNDERWRITING THE PROJECT

TABLE OF REVISIONS

Release Number	Release Date	Revision Date	Comments
1.4.7	November 2002	November 2002	Baseline
1.5	March 8, 2003		See What's New for Release 1.5
1.5.1	March 31, 2003		See What's New for Release 1.5.1
1.5.2	September 22, 2003		See What's New for Release 1.5.2
1.5.3	November 2003		See What's New for Release 1.5.3
1.5.4	December 2003	December 2003	Revised guide for content integrity and stylistic consistency. The chapter now includes the reports, formerly in Chapter 8, for this subsystem. No operational changes were made.
1.5.6	April 19, 2004	March 2004	Revised to add note on calculation Net Income for Criterion 5 with the addition of Project based Section 8 support.

CHAPTER SEVEN – TABLE OF CONTENTS

	Page
7 Mortgage Credit: Underwriting the Project	7-1
7.1 About Mortgage Credit	7-2
7.2 Retrieving Assignments	7-3
7.3 Creating a Mortgage Credit Analysis	7-7
7.3.1 Recording the Start of Work	7-8
7.3.2 Linking the Mortgage Credit Assignment to a Valuation Assignment	7-10
7.3.2.1 Valuation Assignment Tab	7-10
7.3.3 Copying the Analysis Information	7-12
7.3.4 Types of Mortgage Credit Analyses	7-15
7.4 Processing Mortgage Credit Assignments	7-16
7.4.1 Credit Analysis	7-18
7.4.1.1 Participant Address Tab	7-19
7.4.1.2 Participant Role Tab	7-20
7.4.1.3 Credit Analysis Tab	7-21
7.4.1.3.1 Credit Reports	7-23
7.4.1.4 Bank and Trade References	7-28
7.4.2 Financial Analysis	7-36
7.4.2.1 Participants Window	7-37
7.4.2.1.1 Participant Address Tab	7-38
7.4.2.1.2 Participant Role Tab	7-39
7.4.2.1.3 Financial Analysis Tab	7-40
7.4.3 Secondary Financing	7-43
7.4.4 Project Analysis	7-45
7.4.4.1 Link to a Valuation Assignment	7-46
7.4.4.2 Project Summary Tab	7-47
7.4.4.3 Determine MIM	7-48
7.4.4.3.1 Criterion 1 Tab (Mortgage or Loan Amount based on Mortgage or Loan Amount Requested Application)	7-49
7.4.4.3.2 Criterion 3 Tab (Mortgage Amount based on Value or Replacement Cost)	7-50
7.4.4.3.3 Criterion 4 Tab (Mortgage Amount based on Limitations Per Family Unit)	7-51
7.4.4.3.4 Criterion 5 Tab (Mortgage Amount Based on Debt Service Ratio)	7-54
7.4.4.3.5 Criterion 7 Tab (Amount Based on Borrowers Total Cost of Acquisition)	7-55
7.4.4.3.6 Criterion 10 Tab	7-63
7.4.4.3.7 Criterion Summary Tab	7-71
7.4.4.4 Determine Settlement Requirements	7-72
7.4.4.4.1 Cash Investment	7-72

	7.4.4.4.2 Cash Requirement	7-76
	7.4.4.4.3 Source of Funds.....	7-85
	7.4.4.4.4 Recommendation.....	7-86
	7.4.5 Underwriting Summary Tab	7-92
	7.4.6 Cost Certification Tab.....	7-94
7.5	Closing the Assignment	7-96
7.6	Navigating Report Windows	7-98
	7.6.1 Using the Zoom Option	7-99
	7.6.2 Using the Printer Setup Option.....	7-99
7.7	Mortgage Credit Reports.....	7-101
	7.7.1 HUD 92264 - Multifamily Summary Appraisal Report	7-103
	7.7.2 HUD 92264A - Supplement to Project Analysis	7-104
	7.7.3 HUD 92264A - Appendix I.....	7-105
	7.7.4 HUD 92264A - Appendix II	7-106
	7.7.5 HUD 92264A - 18n Operating Deficit.....	7-107
	7.7.6 HUD 92438 - Underwriting Summary	7-108
	7.7.7 HUD 92283 - Financial Requirements for Closing	7-109
	7.7.8 HUD 2205A - Review Worksheet for 223(f) Cost Certification.....	7-110
	7.7.9 HUD 92451 - Financial Record of Mortgage Loan Transaction.....	7-111

LIST OF FIGURES

	Page
Figure 1. Development Application Processing Window	7-2
Figure 2. Technical Processing Menu Option	7-3
Figure 3. Assignment Search Window	7-4
Figure 4. Assignment List Window (1 of 3)	7-4
Figure 5. Assignment List Window (2 of 3)	7-5
Figure 6. Assignment List Window (3 of 3)	7-5
Figure 7. Mortgage Credit Main Menu.....	7-6
Figure 8. New Valuation Assignment Version Created by Appraiser.....	7-6
Figure 9. Mortgage Credit Start Date Window.....	7-8
Figure 10. Assignment Tab with System-Generated Start Date	7-9
Figure 11. Mortgage Credit Main Menu - Valuation Assignment Tab	7-10
Figure 12. Information Window – Linked Assignment Window	7-11
Figure 13. Assignment List Window	7-12
Figure 14. Copy Analysis Option	7-13
Figure 15. Copy Previous Mortgage Credit Assignment Window	7-13
Figure 16. No Data Copied Message	7-14
Figure 17. Mortgage Credit Main Menu Window	7-15
Figure 18. Mortgage Credit Main Menu Window	7-17
Figure 19. Credit Analysis Window- Participants Window (1 of 2)	7-18
Figure 20. Credit Analysis Window- Participants Window (2 of 2)	7-18
Figure 21. Credit Analysis Window - Participant Address Tab	7-19
Figure 22. Credit Analysis Window - Participant Role Tab.....	7-20
Figure 23. Credit Analysis Window - Credit Analysis Tab.....	7-21
Figure 24. Credit Reports Window	7-23
Figure 25. Credit Report Details Window	7-24
Figure 26. Credit Report Reviews Window.....	7-25
Figure 27. Credit Report Review Details Window	7-26
Figure 28. Bank and Trade References Window	7-28
Figure 29. Bank and Trade Reference Details Window	7-29
Figure 30. Bank and Trade Reference Experience Window.....	7-31
Figure 31. Bank and Trade Reference Reviews Window.....	7-32

Figure 32. Bank and Trade Reference Review Details Window	7-33
Figure 33. Mortgage Credit Main Menu - Financial Analysis	7-36
Figure 34. Financial Analysis Window- Participants Window (1 of 2)	7-37
Figure 35. Financial Analysis Window- Participants Window (2 of 2)	7-37
Figure 36. Financial Analysis Window- Participant Address Tab	7-38
Figure 37. Financial Analysis Window - Participant Role Tab	7-39
Figure 38. Financial Analysis Window - Financial Analysis Tab	7-40
Figure 39. Secondary Financing Window	7-43
Figure 40. Secondary Financing Details Window	7-43
Figure 41. Mortgage Credit Main Menu - General Tab	7-45
Figure 42. Mortgage Credit Main Menu - Valuation Assignment Tab	7-46
Figure 43. Project Analysis Window - Project Summary Tab	7-47
Figure 44. Project Analysis Window - Criterion 1 Tab	7-49
Figure 45. Project Analysis Window - Criterion 3 Tab	7-50
Figure 46. Project Analysis Window - Criterion 4 Tab	7-51
Figure 47. Project Analysis Window - Criterion 4 - View Units Window	7-52
Figure 48. Rehabilitation Cost Not Attributable to Residential Use Window	7-53
Figure 49. Project Analysis Window - Criterion 5 Tab	7-54
Figure 50. Project Analysis Window - Criterion 7 Tab	7-55
Figure 51. Criterion 7 - Loan Closing Charges Window - Step 1 Tab	7-56
Figure 52. Mortgagor's Other Fees Window	7-57
Figure 53. Criterion 7 - Loan Closing Charges Window - Step 2 & 3 Tab	7-58
Figure 54. Criterion 7 - Loan Closing Charges Window - Step 4 & 5 Tab	7-59
Figure 55. Criterion 7 - Loan Closing Charges Window - Step 6 & 7 Tab	7-60
Figure 56. Criterion 7 - Loan Closing Charges Window - Step 8 Tab	7-61
Figure 57. Criterion 7 - Loan Closing Charges Window - Step 9 Tab	7-62
Figure 58. Project Analysis Window - Criterion 10 Tab	7-63
Figure 59. Criterion 10 - Loan Closing Charges Window - Step 1 Tab	7-64
Figure 60. Mortgagor's Other Fees Window	7-65
Figure 61. Criterion 10 - Loan Closing Charges Window - Step 2 Tab	7-66
Figure 62. Criterion 10 - Loan Closing Charges Window - Step 3 Tab	7-67
Figure 63. Criterion 10 - Loan Closing Charges Window - Step 4 & 5 Tab	7-68
Figure 64. Criterion 10 - Loan Closing Charges Window - Step 6 Tab	7-69
Figure 65. Criterion 10 - Loan Closing Charges Window - Step 7 Tab	7-70

Figure 66. Project Analysis Window - Criterion Summary Tab	7-71
Figure 67. Criterion Summary - Comments Window.....	7-71
Figure 68. Settlement Requirements Window - Cash Investment Tab.....	7-73
Figure 69. Settlement Requirements Window - Cash Investment Tab (223f Program).....	7-73
Figure 70. Cash Investment - Fees Not Paid in Cash Window.....	7-74
Figure 71. Fees Not Paid in Cash - Other Fees Window	7-75
Figure 72. Settlement Requirements Window - Cash Requirement Tab.....	7-76
Figure 73. Cash Requirement - Initial Operating Deficit Window - Step 1 Tab	7-77
Figure 74. Cash Requirement - Initial Operating Deficit Window - Step 2 & 3 Tab.....	7-78
Figure 75. Cash Requirement - Initial Operating Deficit Window - Step 4 Tab.....	7-79
Figure 76. Appraiser's Remarks Window	7-79
Figure 77. Update Repair Status Window	7-80
Figure 78. Cash Requirement - Commitment, Mktg, Fees & Discounts and Escrow Window.....	7-81
Figure 79. Commitment, Mkt Fees & Discounts and Escrow - Other Fees Window.....	7-82
Figure 80. Commitment, Mkt Fees & Discounts and Escrow - Other Escrow Window	7-83
Figure 81. Cash Requirement - Working Capital Window.....	7-84
Figure 82. Settlement Requirements Window - Source of Funds Tab	7-85
Figure 83. Settlement Requirements Window - Recommendation Tab	7-86
Figure 84. Recommendation - Special Conditions Window	7-87
Figure 85. Recommendation - Comments Window.....	7-88
Figure 86. Credit and Financial Narrative Window	7-89
Figure 87. A&E Special Conditions Window	7-90
Figure 88. Cost Special Conditions Window.....	7-90
Figure 89. Valuation Special Conditions Window	7-91
Figure 90. Project Analysis Window - Underwriting Summary Tab (1 of 2)	7-92
Figure 91. Project Analysis Window - Underwriting Summary Tab (2 of 2)	7-93
Figure 92. Project Analysis Window - Cost Certification Tab.....	7-94
Figure 93. Section 223(f) Cost Certification - Comments Window	7-95
Figure 94. Mortgage Credit Main Menu - Assignment Tab.....	7-96
Figure 95. Mortgage Credit Main Menu - Assignment Tab - Administrative Close.....	7-97
Figure 96. Print Preview Window	7-98
Figure 97. Zoom Window.....	7-99
Figure 98. Printer Setup Window	7-99
Figure 99. Mortgage Credit Reports List Window	7-102

Figure 100. HUD 92264 - Multifamily Summary Appraisal Report.....	7-103
Figure 101. HUD 92264A - Supplement to Project Analysis Report.....	7-104
Figure 102. HUD 92264A - Appendix I Report	7-105
Figure 103. HUD 92264A - Appendix II Report.....	7-106
Figure 104. HUD 92264A - 18n Operating Deficit Report	7-107
Figure 105. HUD 92438 - Underwriting Summary Report	7-108
Figure 106. HUD 92283 - Financial Requirements for Closing Report.....	7-109
Figure 107. HUD 2205A - Review Worksheet for 223(f) Cost Certification Report	7-110
Figure 108. Inactive Window	7-111

LIST OF TABLES

Table 1. HUD and Lender Security Access to Sensitive data in Mortgage Credit Sub-Function.....	7-16
Table 2. Criteria Tabs to Determine MIM Amount by Program Type.....	7-48
Table 3. Description of Report Command Buttons	7-98
Table 4. Mortgage Credit Report List.....	7-101

7

Mortgage Credit: Underwriting the Project

As an approved MAP lender, you will use DAP to prepare an underwriting recommendation. The Mortgage Credit subsystem automates the current manual process of performing a credit investigation, measuring and evaluating the financial performance of the principle, and preparing an underwriting recommendation.

Mortgage Credit analysis involves evaluating the credit and financial status of potential participants. The project must also be analyzed to determine the Maximum Insurable Mortgage.

Objectives

- Understanding the design and function of the Mortgage Credit windows and tabs.
- Selecting a mortgage credit assignment.
- Documenting the results of the credit investigation for the principles for the project.
- Documenting the results of the financial analysis for the principles of the project.
- Documenting any Secondary Financing.
- Determining the maximum insurable mortgage.
- Making Final Recommendation of the project.
- Preparing Form HUD-92264-A.
- Preparing an Underwriting Summary.

7.1 About Mortgage Credit

Mortgage Credit subsystem is composed of four components: Credit Analysis, Financial Analysis, Secondary Financing and Project Analysis. A Credit analysis is the process of documenting the results of the credit investigation for the principles for the project. A Financial analysis is the process used to determine funds available for the principles for the project. A Project analysis is the process of determining the maximum insurable mortgage and settlement requirements for the project.

All mandatory data fields are displayed in bold type.

After logging onto the system (*see Chapter 2, section 2.1*), the **Development Application Processing** window (Figure 1) displays a Menu bar and a Toolbar. Refer to Chapter 2, Getting Started for detailed instructions on how to navigate the DAP system.



Figure 1. Development Application Processing Window

7.2 Retrieving Assignments

Once an application has been entered into the Tracking subsystem, an assignment is made for each of the disciplines (A&E, Cost, Valuation, Mortgage Credit). You can retrieve only projects associated with your Lender ID. Only the individual assigned to the open Mortgage Credit assignment can enter or edit information in the Mortgage Credit Assignment. Mortgage Credit is separated into four components: Credit Analysis, Financial Analysis, Secondary Financing, and Project Analysis. If you are not assigned to the project's assignment, you can only view the data in the project analysis. Credit and Financial analyses contain sensitive data and are only available to the individuals assigned to the project.



Note: The DAP system links to a national database that includes projects from field offices across the country. The list is extensive; therefore, the system provides you with several criteria to narrow your search.

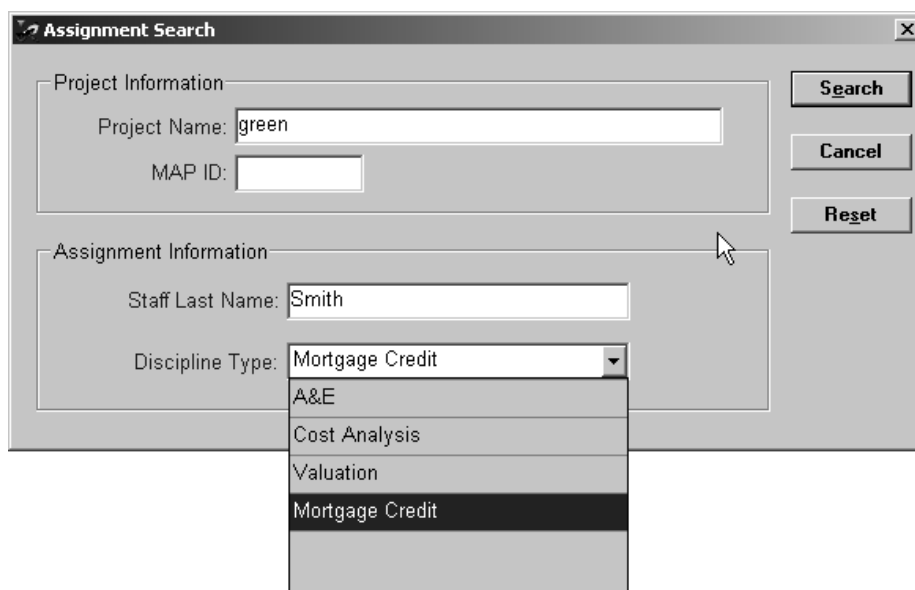
To retrieve a Mortgage Credit assignment:

1. From the **DAP Main** window, select **F**ile, then **O**pen, and the menu options (Figure 2) display.



Figure 2. Technical Processing Menu Option

2. Click **T**echnical **P**rocessing, and the **Assignment Search** window (Figure 3) displays.



The Assignment Search window contains two main sections: Project Information and Assignment Information. The Project Information section has a Project Name field with 'green' entered and an empty MAP ID field. The Assignment Information section has a Staff Last Name field with 'Smith' entered and a Discipline Type dropdown menu. The dropdown menu is open, showing options: A&E, Cost Analysis, Valuation, Mortgage Credit (highlighted), and an empty field. On the right side of the window are three buttons: Search, Cancel, and Reset.

Figure 3. Assignment Search Window

3. Enter one or more of the project or assignment search criteria:

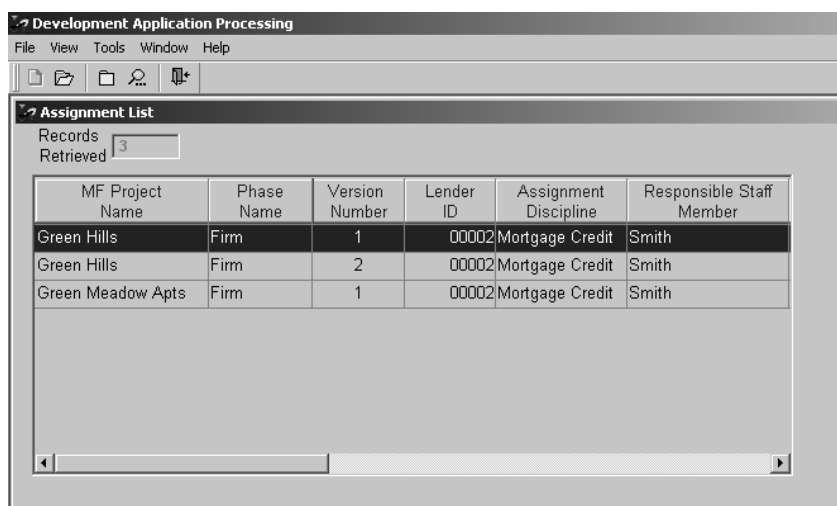
Project Information

- *Project Name* (partial or complete name)
- *MAP ID*

Assignment Information

- *Staff Last Name* (the specialist processing the assignment; partial or complete name in upper or lower case)
- *Discipline Type* (specialist's assigned discipline; from the drop-down list)

4. Click **Search**, and the **Assignment List** window (Figure 4 through Figure 6) displays.



The Assignment List window is part of the 'Development Application Processing' application. It shows a table of search results with 3 records retrieved. The table has columns for MF Project Name, Phase Name, Version Number, Lender ID, Assignment Discipline, and Responsible Staff Member. The data rows are: Green Hills (Firm, 1, 00002, Mortgage Credit, Smith), Green Hills (Firm, 2, 00002, Mortgage Credit, Smith), and Green Meadow Apts (Firm, 1, 00002, Mortgage Credit, Smith). A scrollbar is visible at the bottom of the table area.

MF Project Name	Phase Name	Version Number	Lender ID	Assignment Discipline	Responsible Staff Member
Green Hills	Firm	1	00002	Mortgage Credit	Smith
Green Hills	Firm	2	00002	Mortgage Credit	Smith
Green Meadow Apts	Firm	1	00002	Mortgage Credit	Smith

Figure 4. Assignment List Window (1 of 3)

Assigned Date	Complete Date	Target Date	Assign Id	Admin. Close	Official Indicator
12/15/2003			36501240		N
01/13/2004	01/15/2004		40501249	Yes	N
01/15/2004			41001246		N

Figure 5. Assignment List Window (2 of 3)

[illegible]

Figure 6. Assignment List Window (3 of 3)

5. Select a Mortgage Credit assignment, using the scroll bars if necessary.
6. From the **File** menu, select **Open**, and the **Mortgage Credit Main Menu** window (Figure 7) displays.

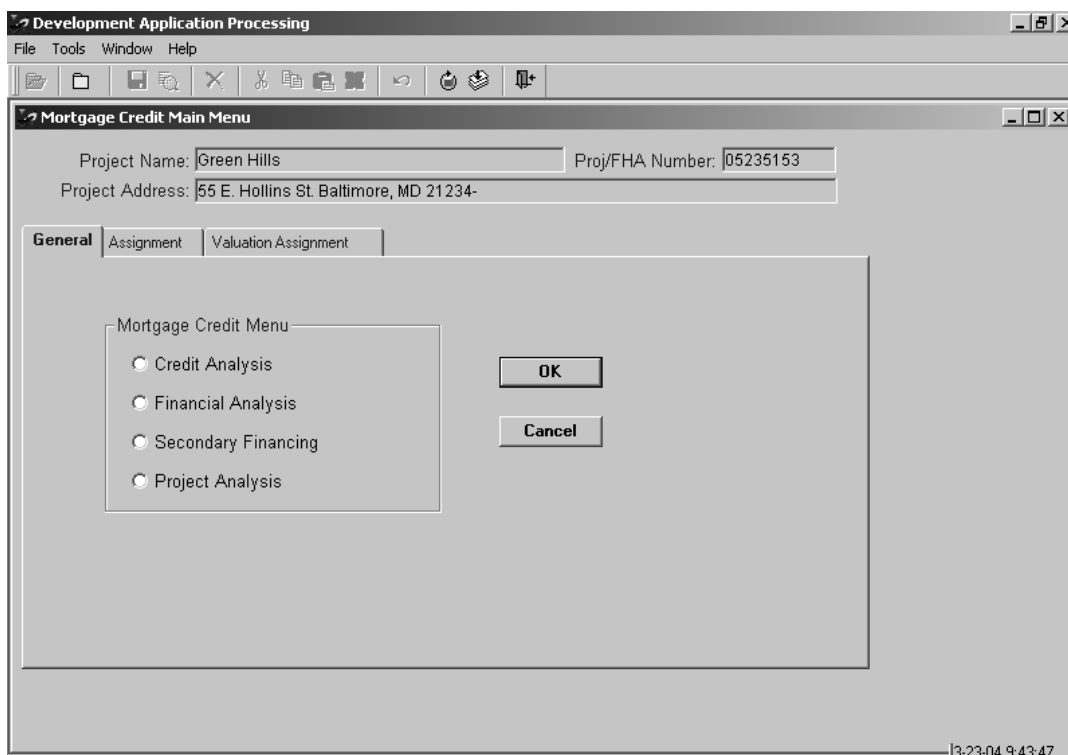


Figure 7. Mortgage Credit Main Menu

If you are the assigned MCE for the project and this is the first time you are opening this assignment, you must record the date you begin processing. See Section 7.3.1 for more information.

If you are the assigned MCE and you are updating the Mortgage Credit assignment, you may receive the following warning message (Figure 8):

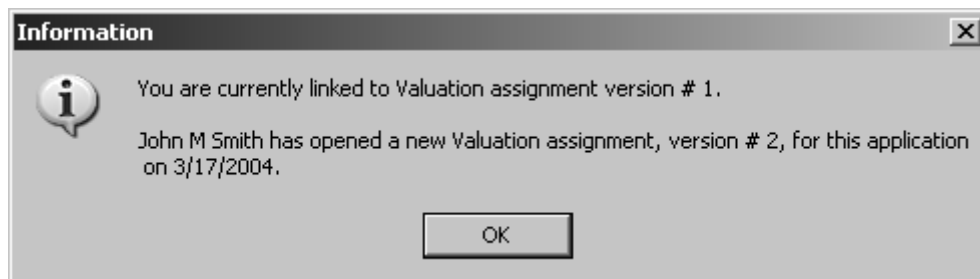


Figure 8. New Valuation Assignment Version Created by Appraiser

The Appraiser has created a new analysis version. You may choose to continue processing using the currently linked Valuation assignment or you may choose to stop processing until the new Valuation assignment is closed, and then link to the most recent version of Valuation. See Section 7.3.2.

DAP users with view-only rights will not see the warning message.

7.3 Creating a Mortgage Credit Analysis

Using the Mortgage Credit subsystem, you document the credit worthiness of the principles for the projects, determine funds available and any secondary financing to be used and determine the maximum insurable mortgage and settlement requirements for the loan.

The **Mortgage Credit Main Menu** window (Figure 7) displays project reference data (Project Name, Project/FHA Number, and Project address) and three tabs: General, Assignment, and Valuation Assignment.

The General tab displays first by default and enable you to enter data for processing the assignment (see Section 7.4).

The Assignment tab (Section 7.5) displays Mortgage Credit assignment information, such as the date processing of the assignment started, date the assignment was closed, and any Mortgage Credit assignment notes.

The Mortgage Credit assignment needs data from the Valuation assignment to complete in the *Project Analysis* sub-system. Use the Valuation Assignment tab (Section 7.3.2) to link to a Valuation assignment.

Suggested Mortgage Credit Processing Order

You can begin documenting your analysis in Credit Analysis and Financial Analysis before Valuation has completed their work. However, the processing order suggested below makes data available that is needed in subsequent steps.

- (1) Credit Analysis
- (2) Financial Analysis
- (3) Secondary Financing (if applicable)
- (4) Project Analysis
 - a. Determine MIM
 - b. Determine Settlement Requirements
 - c. Underwriting Summary

7.3.1 Recording the Start of Work

When opening a Mortgage Credit assignment for the first time, the **Mortgage Credit Start Date** window (Figure 9) displays only for the assigned Mortgage Credit Examiner (MCE) to initiate the recoding of the start date. The system records the current date as the *Start* date on the Assignment tab (Figure 10). The *Start* date is view only and cannot be changed or deleted.

After DAP records the start date the MCE gains access to the Mortgage Credit subsystem and can begin processing the Mortgage Credit assignment. DAP users with view-only rights will not receive the start date message but can access and view only the Project Analysis section of the Mortgage Credit assignment.

To enter the start date for a new assignment:

1. From the **DAP Main** window, select **File**, then **Open**, and the menu options (Figure 2) display.
2. Select **Technical Processing**, and the **Assignment Search** window (Figure 3) displays.
3. Enter your search criteria, and click . The **Assignment List** window (Figure 4) displays.
4. Highlight and open a Mortgage Credit assignment, and the **Mortgage Credit Start Date** window displays (Figure 9).



Figure 9. Mortgage Credit Start Date Window

5. Click , and the **Mortgage Credit Main Menu** window displays. The system displays the *Start Date*, which is the current date, on the Assignment tab (Figure 10).
6. If you click , the system closes the Mortgage Credit subsystem and returns to the **Assignment List** window.

The screenshot shows a software window titled "Development Application Processing". It has a menu bar with "File", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area is titled "Mortgage Credit Main Menu". It contains two text input fields: "Project Name: Green Hills" and "Proj/FHA Number: 05235153". Below these is a "Project Address: 55 E. Hollins St. Baltimore, MD 21234-". There are three tabs: "General", "Assignment" (which is selected), and "Valuation Assignment". The "Assignment" tab contains several fields: "Reason: New Processing" (a dropdown menu), "Discipline: Mortgage Credit" (a dropdown menu), "Field Office:" (a text input field), "Version #: 2" (a text input field), a "Notes..." button, a "Dates" section with "Assigned: 01/15/2004", "Start: 01/15/2004", "Target: 00/00/0000", and "Date Assgmt Closed: 00/00/0000", and a "Responsible Staff Member" section with "Staff Name: John M Smith" and an "Official:" checkbox.

Development Application Processing

File Tools Window Help

Mortgage Credit Main Menu

Project Name: Green Hills Proj/FHA Number: 05235153

Project Address: 55 E. Hollins St. Baltimore, MD 21234-

General Assignment Valuation Assignment

Reason: New Processing Discipline: Mortgage Credit

Field Office: Version #: 2

Notes...

Dates

Assigned: 01/15/2004 Start: 01/15/2004

Target: 00/00/0000 Date Assgmt Closed: 00/00/0000

Responsible Staff Member

Staff Name: John M Smith Official: ☐

Figure 10. Assignment Tab with System-Generated Start Date

7.3.2 Linking the Mortgage Credit Assignment to a Valuation Assignment

You may process a Credit Analysis, Financial Analysis and Secondary Financing without linking to the Valuation assignment. However, before you can process the Project Analysis portion of the Mortgage Credit assignment, you must first associate (link) a completed Valuation assignment to the Mortgage Credit assignment.

7.3.2.1 Valuation Assignment Tab

The Valuation Assignment tab (Figure 11) displays a summary of all closed Valuation assignments for the current phase of the project. If more than one version exists, they are numbered sequentially. If you find that you have a need to link to a different Valuation assignment while the Mortgage Credit assignment is open, you can change the association of the two assignments.

Development Application Processing

File Tools Window Help

Mortgage Credit Main Menu

Project Name: Green Hills Proj/FHA Number: 05235153

Project Address: 55 E. Hollins St. Baltimore, MD 21234-

General Assignment **Valuation Assignment**

Link Indicator	MAP Indctr	Version Number	Official Flag	Responsible Staff Member	Field Office	Target Date	Complete Date	Assignme Commer
<input type="checkbox"/>	Y	3		Smith			03/23/2004	
<input checked="" type="checkbox"/>	Y	2		Smith			03/14/2004	Changed interest
<input type="checkbox"/>	Y	1	Y	Smith			02/15/2004	

View Valuation Assignment Link to Valuation Assignment

Figure 11. Mortgage Credit Main Menu - Valuation Assignment Tab

To view a Valuation assignment:

1. From the **Mortgage Credit Main Menu** window, select the Valuation Assignment tab.
2. Highlight the assignment you want to view
3. Click **View Valuation Assignment**, and the **Valuation Main Menu** window displays.
4. From the **File** menu on the **Valuation Main Menu** window, select **Close**, and you return to the Valuation Assignment tab on the **Mortgage Credit Main Menu** window.

To link a Valuation assignment to the Mortgage Credit assignment:

1. From the **Mortgage Credit Main Menu** window, select the Valuation Assignment tab.
2. Highlight the Valuation Assignment you want to link to the Mortgage Credit assignment.
3. Click , and a dialog box displays asking you to confirm that you want to link to the selected assignment.
4. Click , and the system updates calculations and then displays a dialog box indicating the Valuation assignment was successfully linked to your Mortgage Credit assignment.
5. Click to return to the General tab on the **Mortgage Credit Main Menu** window.

To link to the latest version of an Valuation Assignment

If data change in Valuation, the system notifies you of the new assignment version. You may then decide to link to the latest version of the Valuation assignment.

1. After opening the Mortgage Credit subsystem and displaying the **Mortgage Credit Main Menu** window, the **Information** dialog box (Figure 12) displays informing you that you are not linked to the most recent Valuation assignment.



Figure 12. Information Window – Linked Assignment Window

2. Click to close the window.
3. Select the Valuation Assignment tab, and highlight the most recent Valuation assignment.
4. Click , and a dialog box displays asking you to confirm that you want to link to the selected assignment.
5. Click , and the system updates calculations and then a dialog box displays stating you are now linked to the new Valuation assignment.
6. Click to return to the General tab. A check mark indicates the Valuation assignment linked to the Mortgage Credit assignment.

7.3.3 Copying the Analysis Information

After an assignment is closed, all Mortgage Credit information becomes view only. If you need to add or change information in a closed assignment, request the Tracking Rep make a new assignment or, if you have the rights, create your own new version of the closed assignment. This is a Self Assignment. See Chapter 3, Entering and Tracking an Application, Section 3.10.2 for more information about creating a self-assignment. The new version will contain only the data entered in Tracking; it will not contain the information from the previous Mortgage Credit version.

If you can use data from a closed version, the system enables you to copy all analysis information, except the assignment data (start and complete dates, assignment notes) from the closed version into the new assignment version. If you begin entering data into a new version and then decide to copy a previous analysis, the data from the copied version overwrites any data you may have entered. You then can revise the data as needed.

The following information is copied from the previous Mortgage Credit assignment to the new assignment: all credit and financial data, secondary financing and project analysis data.

To copy a previous Mortgage Credit analysis:

1. Search for the project using the *Project Name* and “Mortgage Credit” as the *Discipline Type* (see Section 7.2), and the **Assignment List** window (Figure 13) displays all versions of the assignment for the project.

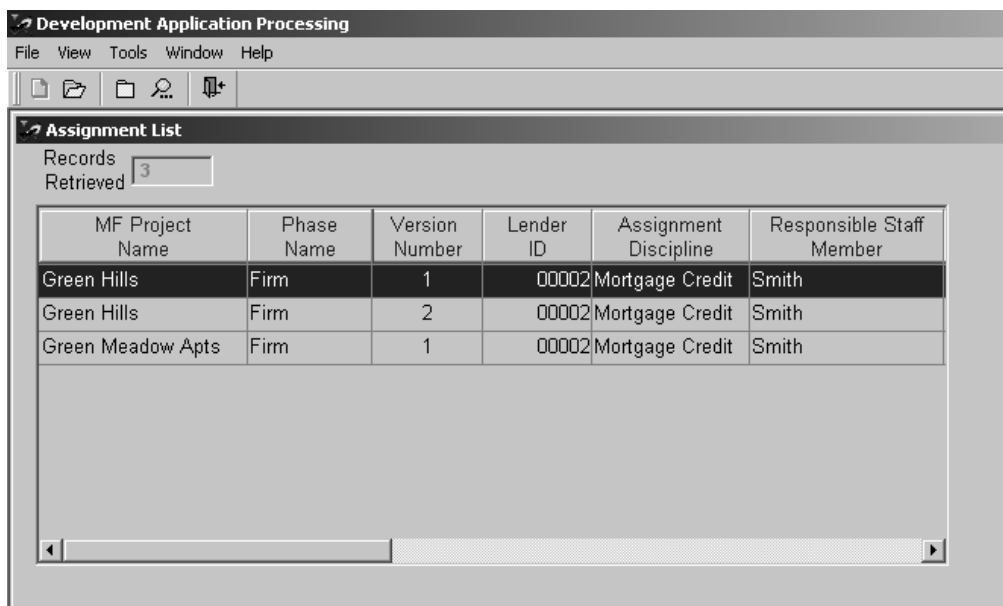


Figure 13. Assignment List Window

2. Open the most recent version of the Mortgage Credit assignment from the **Assignment List** window, and the **Mortgage Credit Main Menu** window displays.

- From the **File** menu, select **Copy Analysis** (Figure 14), and the **Copy from Previous Assignment** window (Figure 15) displays all closed versions of the assignment.

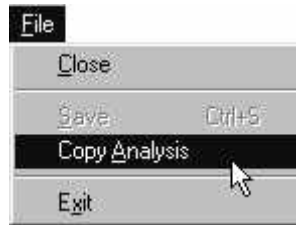


Figure 14. Copy Analysis Option

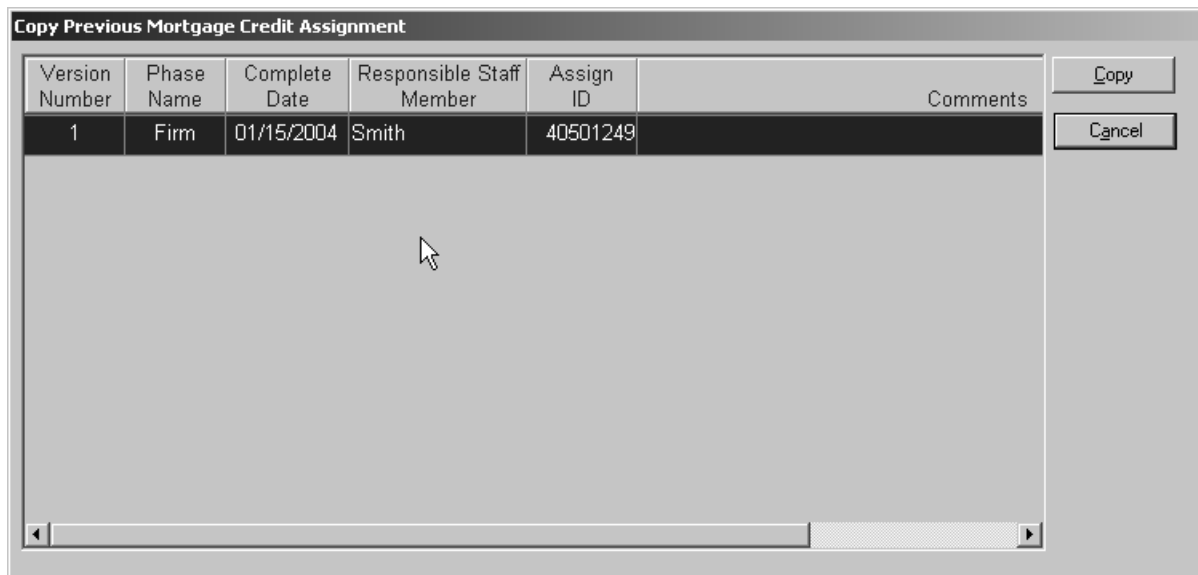


Figure 15. Copy Previous Mortgage Credit Assignment Window

- Highlight the analysis you want to copy.
- Click , and the status bar on the lower left side will display indicating what process the copy function is performing.
- When a message displays indicating the copying is completed, click to return to the **Mortgage Credit Main** window.

If the assignment is not copied successfully, a warning message displays advising you the assignment was not copied.

If there is no Credit Analysis, Financial Analysis, or Project Analysis data in the Mortgage Credit assignment, a **No Data Copied Message** (Figure 16) displays. The Mortgage Credit analysis needs to be completed.

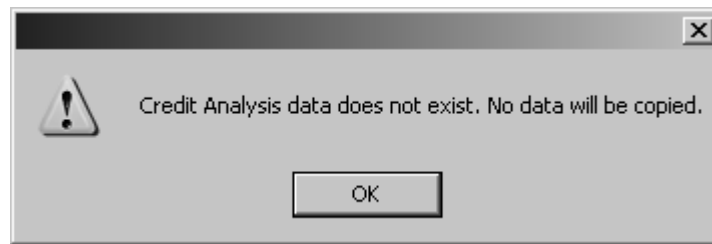


Figure 16. No Data Copied Message

7.3.4 Types of Mortgage Credit Analyses

After selecting the project you wish to process, the **Mortgage Credit Main Menu** window (Figure 17) is the first window to display. The General tab, displayed by default, provides radio buttons for analyzing a Mortgage Credit assignment.

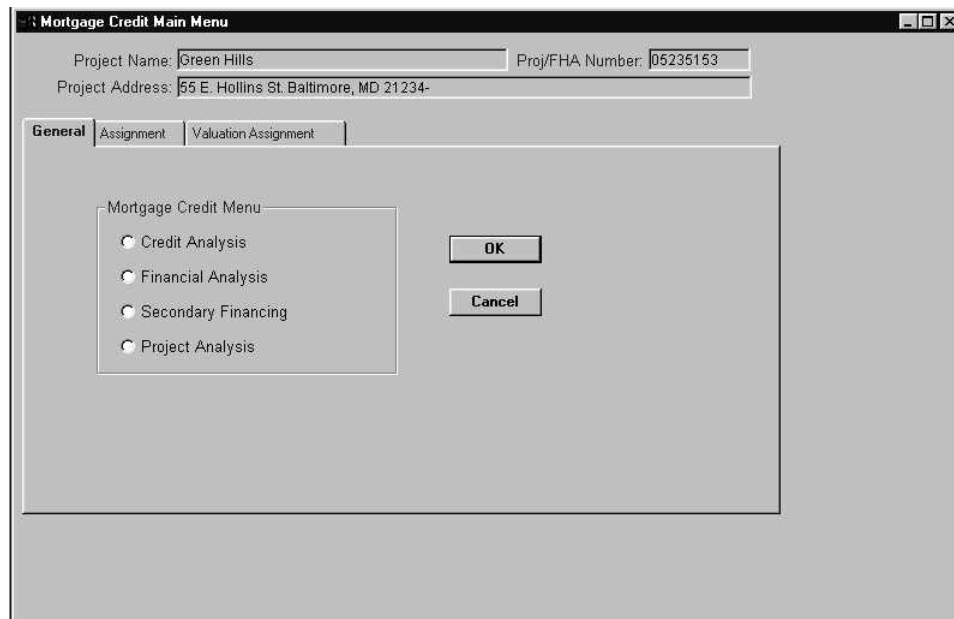


Figure 17. Mortgage Credit Main Menu Window

7.4 Processing Mortgage Credit Assignments

As the Mortgage Credit Examiner (MCE), you process the project through three analyses:

- **Credit Analysis:** Records and evaluates the participant's credit information, other business interests, role in the project, and eligibility.
- **Financial Analysis:** Reviews the participant's financial condition and determines the funds available for the current request.
- **Project Analysis:** Analyzes the project to determine the Maximum Insurable Mortgage, Settlement Requirements, and to prepare an Underwriting Summary and Firm Commitment.

For 223f acquisition/refinances, you also enter the secondary financing data. For New Construction (220, 221(d)(3), and 221(d)(4) projects), the secondary financing data is view-only from Valuation.

You can process the Credit Analysis and Financial Analysis without linking the Mortgage Credit assignment to a Valuation assignment. Only assigned staff may process the Credit Analysis and Financial portions of Mortgage Credit. Directors, supervisors, and users, who are not assigned to the project, must have Mortgage Credit discipline rights to view the Credit Analysis and Financial Analysis data.

Table 1. HUD and Lender Security Access to Sensitive data in Mortgage Credit Sub-Function

User have Discipline rights of:	Access Type	Assigned to Latest MC Assignment	Credit Analysis		Financial Analysis		Secondary Financing		Project Analysis	
			Create Update Delete	Read	Create Update Delete	Read	Create Update Delete	Read	Create Update Delete	Read
Tracking	U, D, G	n/a								
A&E	U, D, G	n/a						√		√
Cost	U, D, G	n/a						√		√
Valuation	U, D, G	n/a						√		√
Mortgage Credit	U, D	N		√		√		√		√
Mortgage Credit	G	n/a						√		√
Mortgage Credit	U, D	Y	√	√	√	√	√	√	√	√

√ indicates User can perform the action (Create/Update/Delete or Read) in the Sub-function (Credit, Financial, Secondary Financing, or Project Analysis).

Access Type: *D = Director/Supervisor* *U = User* *G = Guest*

After selecting the project for processing, the General tab on the **Mortgage Credit Main Menu** window (Figure 17) displays a menu of radio buttons to enter data to analyze the loan application.

The screenshot shows the 'Mortgage Credit Main Menu' window. The 'General' tab is active. The 'Project Name' is 'Green Hills', the 'Proj/FHA Number' is '05235153', and the 'Project Address' is '55 E. Hollins St. Baltimore, MD 21234-'. The 'Mortgage Credit Menu' section contains four radio buttons: 'Credit Analysis', 'Financial Analysis', 'Secondary Financing', and 'Project Analysis'. The 'OK' and 'Cancel' buttons are located to the right of the radio buttons.

Figure 18. Mortgage Credit Main Menu Window


The Assignment tab consists of information about the Mortgage Credit assignment, such as the date the Mortgage Credit Examiner began processing the assignment, date the assignment was closed, and assignment notes. (See Figure 10, Section 7.2.1)

The Valuation Assignment tab displays all closed Valuation assignments. A Valuation assignment must be linked to the Mortgage Credit assignment to complete the Project Analysis section of the assignment. (See Figure 11, Section 7.2.2.1..)

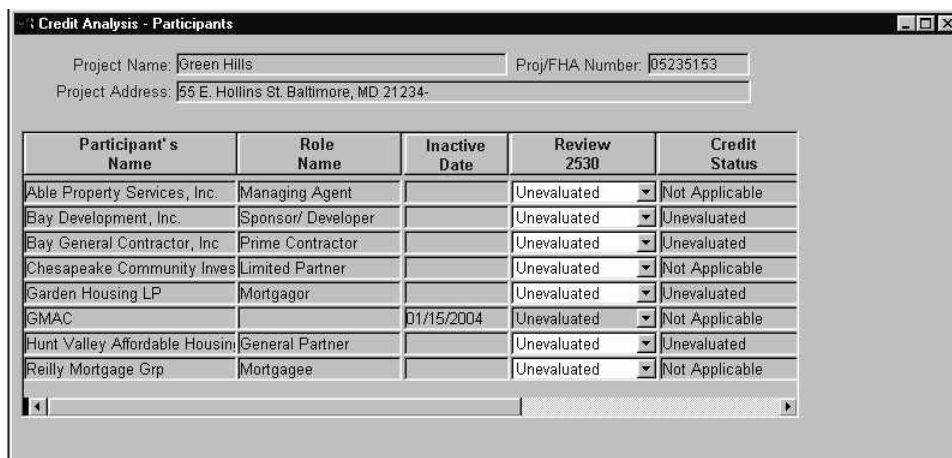
7.4.1 Credit Analysis

Credit Analysis assesses a participant's credit worthiness by reviewing the applicable credit reports and bank and trade references.

To view Participants data:

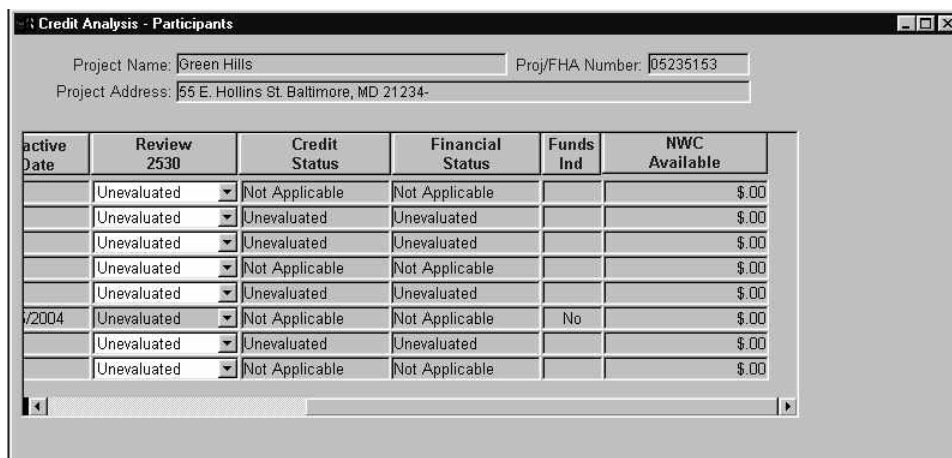
1. From the Mortgage Credit Main Menu, select the *Credit Analysis* radio button.
2. Click , and the **Participants** window (Figure 19 and Figure 20) displays.

The **Participants** window lists all the principals participating in the project. Each participant's credit analysis is processed individually. If a participant has more than one role in the project, a slash followed by ellipses (/...) display in the *Role Name* column. All participants must have HUD-2530 approval prior to mortgage approval. This window displays the *Participant's Name*, *Role Name*, *Inactive Date*, *Review 2530*, *Credit Status*, *Financial Status*, *Funds Ind*, and *NWC Available*.



Participant's Name	Role Name	Inactive Date	Review 2530	Credit Status
Able Property Services, Inc.	Managing Agent		Unevaluated	Not Applicable
Bay Development, Inc.	Sponsor/ Developer		Unevaluated	Unevaluated
Bay General Contractor, Inc.	Prime Contractor		Unevaluated	Unevaluated
Chesapeake Community Inves	Limited Partner		Unevaluated	Not Applicable
Garden Housing LP	Mortgagor		Unevaluated	Unevaluated
GMAC		01/15/2004	Unevaluated	Not Applicable
Hunt Valley Affordable Housin	General Partner		Unevaluated	Unevaluated
Reilly Mortgage Grp	Mortgagee		Unevaluated	Not Applicable

Figure 19. Credit Analysis Window- Participants Window (1 of 2)



active Date	Review 2530	Credit Status	Financial Status	Funds Ind	NWC Available
	Unevaluated	Not Applicable	Not Applicable		\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
	Unevaluated	Not Applicable	Not Applicable		\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
1/15/2004	Unevaluated	Not Applicable	Not Applicable	No	\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
	Unevaluated	Not Applicable	Not Applicable		\$.00

Figure 20. Credit Analysis Window- Participants Window (2 of 2)

To select a Participant:

1. From the **Participants** window, select the participant.
2. Double click the participant, and the **Credit Analysis** window displays.

7.4.1.1 Participant Address Tab

The Participant Address tab (Figure 21) is the first of three tabs on the **Credit Analysis** window. The tab displays general contact information for the participant. The fields on the Participant Address tab are view-only and can be changed only in the Tracking subsystem. See Chapter 3, Tracking for instructions on updating address information. Only users with Tracking subsystem rights are able to update this information.

The screenshot shows a software window titled "Mortgage Credit - Credit Analysis". At the top, there are two input fields: "Participant Name: Able Property Services, Inc." and "Proj/FHA Number: 05235153". Below these is a "Project Name: Green Hills" field. A tabbed interface is visible with four tabs: "Participant Address" (selected), "Participant Role", "Credit Analysis", and "Financial Analysis". The "Participant Address" tab contains the following fields: "Name: Able Property Services, Inc.", "Type: Organization", "SSN/EIN/TIN: 32-3333333", a "Contact Information" section with "Main Phone: (410)251-4545" and "Main Fax: () - ", "Email: ", "Address Type: Mailing", "Street Address: PO Box 8392", "City: Reistertown", "State: Maryland", and "Zip: 02349".

Figure 21. Credit Analysis Window - Participant Address Tab

To view Participant Address information:

1. From the **Participants** window, select the participant.
2. Double-click the selected participant and the **Credit Analysis** window displays.
3. Select the Participant Address tab.

7.4.1.2 Participant Role Tab

When processing the Credit Analysis, the Participant Role tab (Figure 22) displays the *Role Name*, *Ownership Percentage*, and *Inactive Date* fields. When a participant has become active or inactive, this tab serves as a comments section justifying the reason for their status.

Mortgage Credit - Credit Analysis

Participant Name: Able Property Services, Inc. Proj/FHA Number: 05235153

Project Name: Green Hills

Participant Address Participant Role Credit Analysis Financial Analysis

Role Name	Ownership %	Inactive Date
Managing Agent	.000	00/00/0000

Active/Inactive Reason Comments for role:
Managing Agent

Figure 22. Credit Analysis Window - Participant Role Tab

To enter Participant Role information:

1. From the **Credit Analysis** window, select the Participant Role tab.
2. Enter the *Ownership Percentage*.
3. Enter an *Inactive Date*, if applicable.
4. Enter *Active/Inactive Reason Comments* for the *Role Name*, initial and date your entry.
5. Save your work.

To reactivate a Participant:

1. From the **Credit Analysis** window, select the Participant Role tab.
2. Enter zeros in the *Inactive Date* field (00/00/0000).
3. Enter *Active Reason Comments* for the *Role Name*, initial and date your entry.
4. Save your work.

7.4.1.3 Credit Analysis Tab

The credit analysis assesses a participant's credit worthiness by reviewing the applicable credit reports and bank and trade references. A participant is a Prime Contractor, General Partner, Mortgagor, and Limited Partner with 25 percent or more interest. The Credit Analysis tab (Figure 23) allows you the option of entering bank and trade references and credit reports for participants. Regardless of whether the participant is an individual or an organization, credit reports and bank and trade references are maintained and subject to the same type of review. After the review and analysis of the credit report is completed, you must set the *Recommended Credit Status* for the participant.



Note: *If you do not create a credit report, you must set the Recommended Credit Status for the Mortgagor, Limited Partner (with 25 percent or more interest), General Partner, and General Contractor.*


If user does enter a credit report, when setting the Recommended Credit Status, the system will check to make sure the user has entered and reviewed one credit report for the participant.

Figure 23. Credit Analysis Window - Credit Analysis Tab


To enter a Recommended Credit Status:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Select a status from the *Recommended Credit Status* drop-down list.
3. Save your work.

To view Credit Reports:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click  and the **Credit Reports** window displays.

To view Bank and Trade References:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click  and the **Bank and Trade References** window displays.

7.4.1.3.1 Credit Reports

The **Credit Reports** window (Figure 24) displays any existing Credit Report information and includes the *Credit Report Date*, *Reporting Agency*, *Credit Report For*, and *Reviewed*. If no credit reports have been entered, the **Credit Reports** window will be blank. Applicable credit reports for a participant are entered and reviewed in this window. Any adverse credit concerns, such as delinquent federal debt, pending legal actions, judgments on the HUD-92013 form, or credit reports are noted on the **Credit Report Details** window (Figure 25). You may add, edit, and delete credit reports.



Note: A credit report must be entered and reviewed for a participant before selecting the *Recommended Credit Status*.

Credit Report Date	Reporting Agency	Credit Report For	Reviewed
11/02/2000	TRW	Burger King	Acceptable
11/02/2000	TRW	Sunnyvale Apartments	Acceptable

Figure 24. Credit Reports Window

To enter a new credit report:

1. From the **Credit Analysis** window, select Credit Analysis tab.
2. Click **Credit Reports** and the **Credit Reports** window displays.
3. From the **File** menu, select **New** and a **Credit Report Details** window (Figure 25) displays.

Development Application Processing

File Tools Window Help

Mortgage Credit - Credit Report Details

Participant Name: Proj/FHA Number:

Project Name:

Credit Report Details:

Credit Report Date:

Type: ☐ Personal ☒ Commercial ☐ RMCR

Credit Report for:

Participant's Role:

Reporting Agency:

Adverse Credit Concerns:

☐ Delinquent Federal Debt

☐ Pending Legal Action

☐ Past Bankruptcy

☐ Past Due Accounts

☐ Slow Payments

☐ Delinquent Accounts

☐ Liens

☐ Late Payments

☐ Outstanding Judgments

☐

Credit Review

Ready 5-8-01 12:05:23

Figure 25. Credit Report Details Window

4. Enter *Credit Report Details*:
 - *Credit Report Date*;
 - *Type*, select the radio button;
 - *Credit Report For*;



Note: If the credit report is personal, and the participant type is an Individual, the participant's role is unavailable. The Credit Report For field defaults to the participant's name.

- *Participant's Role*, from the drop-down list (role applies to the business entity for the credit report that is being analyzed);
 - *Reporting Agency*; and
 - *Adverse Credit Concerns* check box, if applicable.
5. Save your work.

To review the credit report:

1. From the **Credit Report Details** window, click **Credit Review**, and the **Credit Report Reviews** window (Figure 26) displays.

The Credit Review feature is used to evaluate a participant's credit report. The *Credit Review Date*, *Reviewer's Name*, and *Credit Report Status* display on the **Credit Report Reviews** window (Figure 26). More than one review can be created for a credit report. You can add, edit, or delete a credit review.

Development Application Processing

File Tools Window Help

Mortgage Credit - Credit Report Reviews

Participant Name: Mortgagor Proj/FHA Number:

Project Name: kUAT-mm-220 new construction IA (MAP)

Credit Report Date: 11/02/2000

Credit Report For: Sunnyvale Apartments

Reporting Agency: TRW

Credit Report Reviews:

Credit Review Date	Reviewer's Name	Credit Report Status
10/02/2000	Robinson Crusoe	Acceptable

Ready 6/20/01 13:31:12

Figure 26. Credit Report Reviews Window

2. Click **File, Close** to return to the **Credit Report Details** window.

To enter a credit review:

1. From the **Credit Report Details** window, click **Credit Review**, and the **Credit Report Reviews** window displays.
2. From the **File** menu, select **New**, and the **Credit Report Review Details** window (Figure 27) displays.

The *Credit Report Review Date* field automatically populates with the current date and the *Reviewer's Name* populates based on your logon ID. Based on the participant you are reviewing, the *Credit Report For* field is populated.

Mortgage Credit - Credit Report Review Details

Participant Name: First Mortgage Bank of Baltimore Proj/FHA Number: 05235123
Project Name: Master Walker Tower

Credit Report Review Details:

Credit Report Review Date: 12/12/2000
Reviewer's Name: Marilyn Stegman
Credit Report For: First Mortgage Bank of Baltimore
Credit Report Status: Acceptable
Comments:

OK Cancel


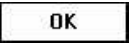
Figure 27. Credit Report Review Details Window

3. Select the *Credit Report Status* from the drop-down list.
4. Enter *Comments*.

Note: *Comments are only mandatory if the Credit Report Status is set to Unapproved.*

5. Click **OK** to return to the **Credit Report Reviews** window.
6. Save your work.

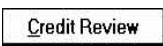
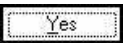
To edit a credit review:

1. From the **Credit Report Details** window, click , and the **Credit Report Reviews** window displays.
2. Select the credit review you want to edit.
3. From the **File** menu, select **Open**, and the **Credit Report Review Details** window displays.
4. Enter the new data.
5. Click  and you return to the **Credit Report Reviews** window.
6. Save your work.



Note: *Only the user who originated the review may change the status and comments.*

To delete a credit review:

1. From the **Credit Report Details** window, click , and the **Credit Report Reviews** window displays.
2. Select the credit review you want to delete.
3. Click the right mouse button, and the Edit menu displays.
4. Select the **Delete** option, and the Confirm Delete message asks if you are sure you want to delete the item.
5. Click  and the **Credit Report Reviews** window displays.
6. Save your work.

7.4.1.4 Bank and Trade References

A list of all bank and trade references associated with the current participant displays on this window. The participant's bank and trade references and the corresponding reviews are entered and maintained in the **Bank and Trade References** window (Figure 28). You can enter and complete a corresponding review for each bank and trade reference associated with the participant. You may have more than one completed review on each reference. You can add, edit, and delete bank and trade references.

This window lists the *Letter Sent Date*, *Response Date*, *Organization Name* and the *Reviewed* status of existing bank and trade references. If more than one reference is received, the most recent response displays at the top of the list.

Development Application Processing

File Tools Window Help

Mortgage Credit - Bank and Trade References

Participant Name: Mortgagor Proj/FHA Number:

Project Name: xUAT-mm-220 new construction IA (MAP)

Bank And Trade References:

Letter Sent Date	Response Date	Organization Name	Reviewed
9/28/00		1st Bank of North Carolina	
9/15/00	9/18/00	Nationsbank	Acceptable

Ready 6-20-01 13:32:45

Figure 28. Bank and Trade References Window

To enter Bank and Trade References data:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click **Bank And Trade References** and the **Bank and Trade References** window displays.
3. From the **File** menu, select **New**, and the **Bank and Trade Reference Details** window (Figure 29) displays.

The Experience function allows you to enter any comments the creditor indicated in their reference.


The Bank and Trade Reviews function is available after a response date has been entered and saved. This option allows you to review the Bank and Trade References and make your recommendation.

The screenshot shows a software window titled "Development Application Processing" with a menu bar (File, Tools, Window, Help) and a toolbar. Below this is a sub-window titled "Mortgage Credit - Bank and Trade Reference Details". Inside this sub-window, there are two main sections. The top section contains "Participant Name: Mortgagor" and "Project Name: UAT-mm-220 new construction IA (MAP)". The bottom section, titled "Bank And Trade Reference Details:", contains a form with the following fields: "Organization Name: Nationsbank", "Letter Sent Date: 09/15/2000", "Response Date: 09/18/2000", "Contact Person:", "Street Address:", "City:", "State:" (a dropdown menu), "Zip Code:", "Main Phone: () -", "Main Fax: () -", and "E-mail:". To the right of the form are two buttons: "Experience" and "Bank and Trade Reviews". The status bar at the bottom of the window shows "Ready" and the date/time "6-20-01 13:33:06".



Figure 29. Bank and Trade Reference Details Window

4. Enter Bank and Trade Reference Details.
 - *Organization Name*;
 - *Letter Sent Date*;
 - *Response Date* (When a response date is entered and you have saved your work, the Bank and Trade Reviews button becomes active.);
 - *Contact Person*;
 - *Street Address*;
 - *City*;
 - *State*, from the drop-down list;
 - *Zip Code*;
 - *Main Phone*;
 - *Main Fax*; and
 - *Email*.
5. Save your work.

To edit a Bank and Trade Reference:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click  and the **Bank and Trade References** window displays.
3. Select the reference you want to change.
4. From the **F**ile menu, select **O**pen, and the **Bank and Trade Reference Details** window displays.
5. Enter the new data.
6. Save your work.
7. From the **F**ile menu, select **C**lose, and you return to the **Bank and Trade References** window.

To delete a Bank and Trade Reference:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click  and the **Bank and Trade References** window displays.
3. Select the reference you want to delete.
4. Click the right mouse button, and the edit menu displays.
5. Select the delete option and the Confirm Delete message asks if you are sure you want to delete the item.
6. Click  and you return to the **Bank and Trade References** window.
7. Save your work.

To enter/edit a Bank and Trade Reference Experience:

When the letter is returned, the letter may contain a narrative explaining their credit experiences with the Participant. The Mortgage Credit Examiner captures this information in the **Bank and Trade Reference Experience** window (Figure 30).



Figure 30. Bank and Trade Reference Experience Window

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click **Bank And Trade References** and the **Bank and Trade References** window displays.
3. Select the bank and trade reference for which you want to enter an experience.
4. From the **File** menu, select **Open**, and the **Bank and Trade Reference Details** window displays.
5. Click **Experience** and the **Bank and Trade Reference Experience** window displays.
6. Enter *Comments*.
7. Click **OK** and you return to **Bank and Trade Reference Details** window.
8. Save your work.

To enter Bank and Trade Reference Reviews:

A bank and trade review is completed by the Mortgage Credit Examiner for each experience and is used to determine the status of the experience. The review status is used in determining the overall credit worthiness of the participant's bank and trade reference. The **Bank and Trade Reference Reviews** window (Figure 31) displays the *Response Date*, *Reviewed Date*, *Reviewer's Name*, *Bank and Trade Status*, and the *Organization Name*. You may add, edit, and delete Bank and Trade Reference Reviews.

Development Application Processing

File Tools Window Help

Mortgage Credit - Bank and Trade Reference Reviews

Participant Name: Proj/FHA Number:

Project Name:

Letter Sent Date: Response Date:

Organization Name:

Bank and Trade Reference Reviews:

Response Date	Reviewed Date	Reviewer's Name	Bank and Trade Status	Organization Name
09/18/2000	10/02/2000	Robinson Crusoe	Acceptable	Nationsbank

Ready 6-20-01 13:34:37

Figure 31. Bank and Trade Reference Reviews Window

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click **Bank And Trade References** and the **Bank and Trade References** window displays.
3. Select the bank and trade reference for which you want to enter a review.
4. From the **File** menu, select **Open**, and the **Bank and Trade Reference Details** window displays.
5. Click **Bank and Trade Reviews** and the **Bank and Trade Reference Reviews** window displays.
6. From the **File** menu, select **New**, and the **Bank and Trade Reference Review Details** (Figure 32) window displays.

7. Select a *Bank and Trade Reference Status* from the drop-down list.
8. Enter *Comments*.



Note: *Comments are mandatory if the Bank and Trade Reference Status is set to Unacceptable.*

9. Click and you return to **Bank and Trade Reference Details** window.
10. Save your work.

Mortgage Credit - Bank and Trade Reference Review Details

Participant Name: Proj/FHA Number:

Project Name:

Bank and Trade Reference Review Details:

Response Date:

Reviewed Date:

Organization Name:

Reviewer's Name:

Bank and Trade Reference Status:

Comments:

Figure 32. Bank and Trade Reference Review Details Window






Note: *After Credit and Bank and Trade Reference Reviews have been completed, enter the Recommended Credit Status on the Credit Analysis tab. See Section 7.3.4 for information on how to complete this function.*



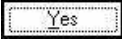


Note: *Only the user who originated the review may change the status and/or comments.*

To edit Bank and Trade Reference Reviews:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click  and the **Bank and Trade References** window displays.
3. Select the bank and trade reference for which you want to edit a review.
4. From the **F**ile menu, select **O**pen, and the **Bank and Trade Reference Details** window displays.
5. Click  and the **Bank and Trade Reference Reviews** window displays.
6. From the **F**ile menu, select **O**pen, and the **Bank and Trade Reference Review Details** window displays.
7. Enter the new data.
8. Click  and you return to **Bank and Trade Reference Details** window.
9. Save your work.

To delete Bank and Trade Reference Reviews:

1. From the **Credit Analysis** window, select the Credit Analysis tab.
2. Click  and the **Bank and Trade References** window displays.
3. Select the bank and trade reference for which you want to delete a review.
4. From the **F**ile menu, select **O**pen, and the **Bank and Trade Reference Details** window displays.
5. Click  and the **Bank and Trade Reference Reviews** window displays.
6. Select the review you want to delete.
7. Click the right mouse button, and the edit menu displays.
8. Select the delete option and the Confirm Delete message asks if you are sure you want to delete the item.
9. Click  and you return to the **Bank and Trade References Reviews** window.

7.4.2 Financial Analysis

After selecting a Mortgage Credit assignment, the **Mortgage Credit Main Menu** window (Figure 33) displays the General tab first by default. The General tab has three radio buttons from which to choose: Credit Analysis, Financial Analysis, and Project Analysis.

The Financial analysis section of the Mortgage Credit subsystem is where participants' financial information is recorded. A financial analysis reviews a participant's financial condition to determine the funds available for the current request. The balance sheet of each participant is analyzed to determine the working capital and the amount available for the current project.

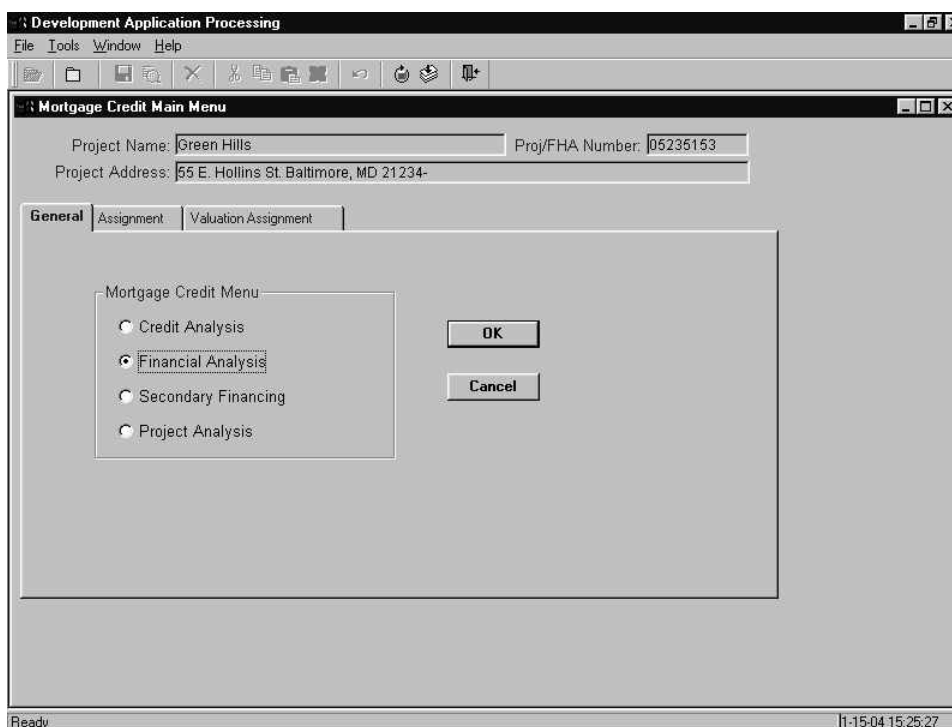



Figure 33. Mortgage Credit Main Menu - Financial Analysis

To access a Financial Analysis:

1. From the **Mortgage Credit Main Menu** window, click the General tab.
2. Select the Financial Analysis radio button from the Mortgage Credit Menu.
3. Click  and the **Participants** window displays.

7.4.2.1 Participants Window

The **Participants** window (Figure 34 and Figure 35) lists all principles participating in the project. Each participant's financial analysis is processed individually. If a participant has more than one role in the project, ellipses (/...) will display in the *Role Name* column.

On this window, the *Participant*, *Role Name*, *Inactive Date*, *Review 2530*, *Credit Status*, *Financial Status*, *Funds Ind.*, and *NWC Available* fields display. HUD staff sets the *Review 2530*.

Participant's Name	Role Name	Inactive Date	Review 2530	Credit Status
Able Property Services, Inc.	Managing Agent		Unevaluated	Not Applicable
Bay Development, Inc.	Sponsor/ Developer		Unevaluated	Unevaluated
Bay General Contractor, Inc.	Prime Contractor		Unevaluated	Unevaluated
Chesapeake Community Inves	Limited Partner		Unevaluated	Not Applicable
Garden Housing LP	Mortgagor		Unevaluated	Unevaluated
GMAC		01/15/2004	Unevaluated	Not Applicable
Hunt Valley Affordable Housin	General Partner		Unevaluated	Unevaluated
Reilly Mortgage Grp	Mortgagee		Unevaluated	Not Applicable

Figure 34. Financial Analysis Window- Participants Window (1 of 2)

Active Date	Review 2530	Credit Status	Financial Status	Funds Ind	NWC Available
	Unevaluated	Not Applicable	Not Applicable	No	\$.00
	Unevaluated	Unevaluated	Unevaluated	No	\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
	Unevaluated	Not Applicable	Not Applicable		\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
7/2004	Unevaluated	Not Applicable	Not Applicable	No	\$.00
	Unevaluated	Unevaluated	Unevaluated		\$.00
	Unevaluated	Not Applicable	Not Applicable		\$.00

Figure 35. Financial Analysis Window- Participants Window (2 of 2)

To select a Participant:

1. From the **Participants** window, select the participant.
2. From the **File** menu, select **Open**, and the **Financial Analysis** window displays.

7.4.2.1.1 Participant Address Tab

The Participant Address tab (Figure 36) is the first of three tabs on the **Financial Analysis** window. The tab displays general contact information for the participant. The fields on the Participant Address tab are view-only and can be changed in the Tracking subsystem. See Chapter 3, Tracking for instructions on updating address information. Only users with Tracking subsystem rights are able to update this information.

The screenshot shows a software window titled "Mortgage Credit - Financial Analysis". At the top, there are two input fields: "Participant Name: Bay General Contractor, Inc." and "Proj/FHA Number: 05235153". Below these is a "Project Name: Green Hills" field. A tabbed interface is present with four tabs: "Participant Address" (selected), "Participant Role", "Credit Analysis", and "Financial Analysis". The "Participant Address" tab contains the following fields: "Name: Bay General Contractor, Inc.", "Type: Organization", and "SSN/EIN/TIN: 12-2222222". A section titled "Contact Information" follows, containing "Main Phone: (410)125-1452", "Main Fax: () - ", and "Email: ". Below this is "Address Type: Mailing", "Street Address: PO Box 4893", and a blank line for the address. At the bottom are "City: York", "State: Pennsylvania", and "Zip: 17300".

Figure 36. Financial Analysis Window- Participant Address Tab

7.4.2.1.2 Participant Role Tab

When processing the Financial Analysis, the Participant Role tab (Figure 37) displays the *Role Name*, *Ownership Percentage*, and *Inactive Date* fields. When a participant has become active or inactive, this tab serves as a comments section justifying the reason for their status. The *Role Name* on this tab applies to the project.

The screenshot shows a software window titled "Mortgage Credit - Financial Analysis". At the top, there are input fields for "Participant Name" (containing "Bay General Contractor, Inc."), "Proj/FHA Number" (containing "05235153"), and "Project Name" (containing "Green Hills"). Below these fields is a tabbed interface with four tabs: "Participant Address", "Participant Role" (which is selected), "Credit Analysis", and "Financial Analysis". The "Participant Role" tab contains a table with three columns: "Role Name", "Ownership %", and "Inactive Date". The table has one row with the values "Prime Contractor", ".000", and "00/00/0000". Below the table is a text area labeled "Active/Inactive Reason Comments for role:" with the text "Prime Contractor" entered. The text area is large and empty, suggesting it is for additional comments.

Role Name	Ownership %	Inactive Date
Prime Contractor	.000	00/00/0000

Active/Inactive Reason Comments for role:
Prime Contractor

Figure 37. Financial Analysis Window - Participant Role Tab

To enter Participant Role information:

1. From the **Financial Analysis** window, select the Participant Role tab.
2. Enter the *Ownership Percentage*.
3. Enter an *Inactive Date*, if applicable.
4. Enter *Active/Inactive Reason Comments* for the Role Name, initial and date your entry.
5. Save your work.

To reactivate a Participant:

1. From the **Financial Analysis** window, select the Participant Role tab.
2. Enter zeros in the *Inactive Date* field (00/00/0000).
3. Enter *Active Reason Comments* for the Role Name, initial and date your entry.
4. Save your work.

7.4.2.1.3 Financial Analysis Tab

The Financial Analysis tab (Figure 38) displays the *Recommended Financial Status*, *Net Working Capital Available*, *Source of Funds Indicator*, *Source Alias*, and *Balance Sheets* details. A financial analysis reviews the participant's financial condition to determine the funds available for the current project. The balance sheet is analyzed to determine working capital and the amount available for the current project. One or more balance sheets may be entered for a participant. You may add, edit, and delete balance sheets.

Mortgage Credit - Financial Analysis

Participant Name: Bay General Contractor, Inc Proj/FHA Number: 05235153
 Project Name: Green Hills

Participant Address Participant Role Credit Analysis **Financial Analysis**

Recommended Financial Status Unevaluated

Net Working Capital Available: \$1,425,622
 Source of Funds Indicator: ☐
 Source Alias:

Balance Sheets Information:

Ending Date	Review Date	Statement Type	Net Working Capital
06/30/2003	07/17/2003	Audited	\$1,425,622

Figure 38. Financial Analysis Window - Financial Analysis Tab

- Note:** The Recommended Financial Status field requires an entry for five types of roles: Mortgagor, Limited Partner (with 25 percent or more interest), General Partner, General Contractor, and Sponsor/Developer.
- Note:** Balance Sheets are not required for a capitalized Mortgagor entity. Instead, from the Recommended Financial Status drop-down list, you should select N/A Capitalized Mortgagor.

To enter a balance sheet:

1. From the **Financial Analysis** window, select **F**ile and **N**ew. A blank row displays in the Balance Sheets Information section.
2. Enter the following data:
 - *Ending Date* (the ending date of the balance sheet that is no greater than today's date and cannot be greater than other balance sheets in the project);
 - *Review Date* (generated by DAP; date the balance sheet was created);
 - *Statement Type* (Audit or Unaudit from the drop-down list); and
 - *Net Working Capital* amount.
3. Save your work.

To set the Recommended Financial Status:

1. From the **Financial Analysis** window, select the following:
 - *Recommended Financial Status* (from the drop-down list);
 - *Source of Funds* indicator, if participant will be providing funds; and
 - *Source Alias*, if the *Source of Funds* was selected.
2. Save your work.

To edit a balance sheet:

1. From the **Financial Analysis** window, select the Financial Analysis tab.
2. Enter the new data.
3. Save your work.





To delete a balance sheet:

Note: *If you delete all balance sheets, the system changes the Recommended Financial Status to Unevaluated.*

1. From the **Financial Analysis** window, click the right mouse button. The Edit menu displays.
2. Select the **D**efine option, and a confirmation message displays.
3. Click and a confirmation message indicates the delete was successful.
4. Save your work.

To enter a recommended financial status:

After reviewing all financial information, a recommended decision is made to approve or reject the participant.

-  **Note:** You still must set the Recommended Credit Status for the Mortgagor, Limited Partner (with 25 percent or more interest), General Partner, and General Contractor.
-  **Note:** If you enter a credit report, when you set the Recommended Credit Status, the system will check to make sure the user has entered and reviewed one credit report for the participant.
-  **Note:** If the Mortgagor is capitalized, set the Recommended Financial Status to N/A Capitalized Mortgagor.
-  **Note:** For newly formed entities, set the Recommended Financial Status to Not Applicable. Therefore, Balance Sheets are not required for the participant.

1. From the **Financial Analysis** tab, select a status from the *Recommended Financial Status* drop-down list.
2. Save your work.

7.4.3 Secondary Financing

For Acquisition/Refinance (223f) loan applications, the **Secondary Financing** window (Figure 39) records the type (tax credits, grants, loans, etc.), source (government, state, private, etc.), mortgageable and non-mortgageable amounts. The system calculates and displays the subtotals and the total amount of secondary financing. Enter the data prior to calculating the Maximum Insurable Mortgage in Project Analysis (see Section 7.4.4).

The MCE can view the secondary financing data entered by the Appraiser in Valuation for New Construction (220/221d3/d4) loan applications.

Type	Source	Mortgageable Amount	Non-Mortgageable Amount	Other Description
Tax Credits	Federal - LIHTC	\$1,250,000	\$250,000	
Grants	Private	\$82,000		
Subtotals:		\$1,332,000	\$250,000	

Total Amount of Secondary Financing: \$1,582,000

Add Close

Figure 39. Secondary Financing Window

To enter/edit secondary financing:

1. From the Mortgage Credit Menu, select the *Secondary Financing* radio button. The **Secondary Financing** window displays.
2. Click to display the **Secondary Financing Details** (Figure 40) window.

Secondary Financing Details

Type: Tax Credits Source: Federal - LIHTC

Mortgageable Amount: \$1,250,000

Non-Mortgageable Amount:

Other Source Name:

OK Cancel Add

Figure 40. Secondary Financing Details Window

3. Select the *Type* of financing from the drop down list: Tax Credits, Grants, Loans, or Gifts.
4. Select the *Source* of financing from the drop down list. The options depend on the type of financing you selected. If you choose any of the “Other” options, e.g., *Federal – Other*, you must enter the *Other Source Name*.
5. Enter the *Mortgageable Amount*, if applicable.
6. Enter the *Non-Mortgageable Amount*, if applicable.
7. Click to save and return to the **Secondary Financing** window.

– OR –

Click to add additional secondary financing sources.

To delete secondary financing:

1. From the Mortgage Credit Menu, select the *Secondary Financing* radio button. The **Secondary Financing** window displays.
2. Highlight the row you want to delete.
3. Right click the mouse, and the **Edit** menu displays.
4. Select **Delete**.

Click to save and return to the Replacement Soft Cost tab.

7.4.4 Project Analysis

The Project Analysis section of the Mortgage Credit subsystem performs an analysis of the project to:

- Determine Maximum Insurable Mortgage (see Section 0),
- Determine Settlement Requirements (see Section 7.4.4.4),
- Prepare the Underwriting Summary (see Section 7.4.5)
- Perform Cost Certification process (see Section 7.4.6) for the 223(f) program.

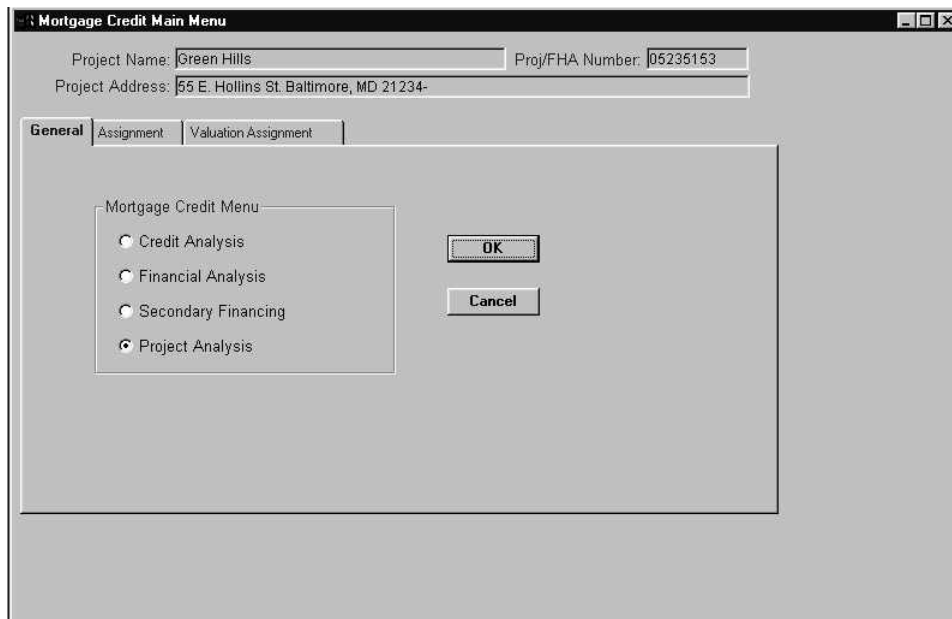
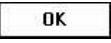


Figure 41. Mortgage Credit Main Menu - General Tab

To select a Project Analysis:

1. From the **Mortgage Credit Main Menu** window, select the General tab.
2. Select the radio button Project Analysis from the Mortgage Credit Menu.
3. Click  and the **Project Analysis** window displays.

7.4.4.1 Link to a Valuation Assignment

You must first link a completed Valuation assignment to your Mortgage Credit assignment before you can begin to process a Project Analysis. This is done on the Valuation Assignment tab (Figure 42). Once a Valuation assignment has been linked, you will not be able to change the association of the two assignments. However, if you need to make a change or may have selected the wrong assignment in error, an Administrative Close must be done on the current Mortgage Credit assignment and a new Mortgage Credit assignment made. Once the new assignment has been created, you can link to a different Valuation assignment. Use the copy assignment feature (see Section 7.7.5) to eliminate entering information again.

Mortgage Credit Main Menu

Project Name: Proj/FHA Number:
 Project Address:

General | Assignment | **Valuation Assignment**

Link Indicator	MAP Indctr	Version Number	Official Flag	Responsible Staff Member	Field Office	Target Date	Comple Date
<input checked="" type="checkbox"/>	Y	1	Y	Smith			01/14/20

Figure 42. Mortgage Credit Main Menu - Valuation Assignment Tab

Linking to an Valuation Assignment:

Refer to Section 7.3.2 **Linking the Mortgage Credit Assignment to a Valuation Assignment** for the procedure.

7.4.4.2 Project Summary Tab

The Project Summary tab (Figure 43) displays the *Maximum Insurable Mortgage*, *Loan Closing Charges*, *Total Available Cash*, *Total Estimated Cash Required*, and the *Recommendation*. These fields are view only.

The screenshot shows a software window titled "Project Analysis". At the top, there are input fields for "Project Name" (containing "Green Hills"), "Proj/FHA Number" (containing "05235153"), and "Project Address" (containing "55 E. Hollins St. Baltimore, MD 21234-"). Below these fields are two tabs: "Project Summary" (which is selected) and "Underwriting Summary". The "Project Summary" tab contains a table with the following data:

Maximum Insurable Mortgage:	\$6,152,700
Loan Closing Charge:	\$0
Total Available Cash:	
Total Estimated Cash Required:	\$1,053,727
Recommendation:	Unevaluated

To the right of the table are two buttons: "Determine MIM" and "Settlement".

Figure 43. Project Analysis Window - Project Summary Tab

To view Project Summary tab information:

From the **Project Analysis** window, select the Project Summary tab.

To determine the Maximum Insurable Mortgage (MIM):

The criteria rules to determine the MIM depend on the project's program type (220, 221(d)3, 221(d)4) and activity (new construction, rehab, refi/purchase). The criterion that results in the lowest dollar amount, rounded down to the nearest hundred, is the MIM for the project.

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click **Determine MIM** and the **Project Analysis** window displays with Criterion 1 tab first by default. Refer to Section 7.4.4.3 Determine MIM.

To determine Settlement:

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click **Settlement** and the **Settlement Requirements** window displays with the Cash Investment tab first by default. Refer to Section 7.4.4.4 Determine Settlement Requirements.

7.4.4.3 Determine MIM

Mortgage Credit criteria determine the Maximum Insurable Mortgage (MIM) amount for the project. Each criterion calculates a mortgage, and the one that returns the lowest value is the MIM. Not all criteria are used for every project. Table 2 outlines the valid criteria for the program types.

Criterion 11 applies if the project has mortgageable secondary financing (SF).

The available Criterion tabs are automatically active or inactive based on the project's program type and activity. Criteria not applicable to the project do not display on the window.

Table 2. Criteria Tabs to Determine MIM Amount by Program Type

Criteria	Program Type		
	220 221d3 221d4	223(f) Acquisition	223(f) Refinance
Criterion 1 - Mortgage or Loan Amount Requested in Application	✓	✓	✓
Criterion 3 - Amount Based on Value or Replacement Cost	✓	✓	✓
Criterion 4 - Amount Based on Limitations Per Family Unit	✓	✓	✓
Criterion 5 - Amount Based on Debt Service Ratio	✓	✓	✓
Criterion 7 - Amount Based on Borrowers Total Cost of Acquisition	n/a	✓	n/a
Criterion 10 - Amount Based on Existing Indebtedness, Repairs, and Loan Closing Charges.	n/a	n/a	✓
Criterion 11 – Amount Based on Secondary Financing	If there is mortgageable Secondary Financing	If there is mortgageable Secondary Financing	If there is mortgageable Secondary Financing

7.4.4.3.1 Criterion 1 Tab (Mortgage or Loan Amount based on Mortgage or Loan Amount Requested Application)

The Criterion 1 tab (Figure 44) displays the mortgage or loan amount requested on the HUD-92013 application, which is populated from the Tracking subsystem. This value is compared to the applicable criterion totals to determine the MIM for the project. This criterion applies to all of the defined Programs and Application types. This tab is view only.

The screenshot shows a software window titled "Mortgage Credit - Project Analysis". At the top, there are two input fields: "Project Name: Green Hills" and "Proj/FHA Number: 05235153". Below these is a "Project Address: 55 E. Hollins St. Baltimore, MD 21234-". A horizontal tab bar contains five tabs: "Criterion 1" (which is selected and highlighted), "Criterion 3", "Criterion 4", "Criterion 5", and "Criterion Summary". To the right of the tabs is a "Close" button. The main area of the window displays "Requested Mortgage Amount: \$7,150,000".

Figure 44. Project Analysis Window - Criterion 1 Tab

To view Criterion 1 information:

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click and the **Project Analysis** window displays.
3. Select the Criterion 1 tab to view the information.
4. Click to return to the **Project Analysis** window.

7.4.4.3.2 Criterion 3 Tab (Mortgage Amount based on Value or Replacement Cost)

The Criterion 3 tab (Figure 45) determines the Mortgage Amount based on the total Value in Fee Simple or Replacement Cost. The total for Criterion 3 derives from the summation of the Value of Leased Fee, Grant/Loan Funds and Tax Credit Funds and Excess Unusual Land Improvement multiplied by the Program LTV Ratio. This summation is added to the Unpaid Balance of Special Assessments. The summation is then subtracted from the Replacement Cost/Value multiplied by the Program LTV Ratio. This tab is view only.

Mortgage Credit - Project Analysis

Project Name: Proj/FHA Number:
 Project Address:

Criterion 1 **Criterion 3** Criterion 4 Criterion 5 Criterion Summary Close

Replacement Cost:	<input type="text" value="\$6,836,353"/>	x	<input type="text" value="90.000"/>	% =	<input type="text" value="\$6,152,718"/> (A)
Value of Leased Fee:	<input type="text" value=""/>	(B1)			
Excess Unusual Land Improvements:	<input type="text" value="\$0"/>	(B3)			
		=	<input type="text" value="\$0"/>	(B1+B3)	
		x	<input type="text" value="90.000"/>	%	
		Total =	<input type="text" value="\$0"/>	(B4)	
Unpaid Balance of Special Assessment(s):	<input type="text" value=""/>	(C)			
		Total:	<input type="text" value="\$0"/>	D=(B4+C)	
Amount Based on Value or Replacement Cost:			<input type="text" value="\$6,152,718"/>	(A-D)	

Figure 45. Project Analysis Window - Criterion 3 Tab

To view Criterion 3 information:

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click and the **Project Analysis** window displays.
3. Select the Criterion 3 tab to view the information.
4. Click to return to the **Project Analysis** window.

7.4.4.3.3 Criterion 4 Tab (Mortgage Amount based on Limitations Per Family Unit)

The Criterion 4 tab (Figure 46) determines the Mortgage Amount based upon the statutory limitation per family unit. The total of Criterion 4 derives from the summation of the *Total Amount for all Units*, the *Cost Not Attributable to Dwelling Use* and the *Site Not Attributable to Dwelling Use* minus the *Value of the Leased Fee* and *Unpaid Balance of Special Assessments*. This tab is view only.

Mortgage Credit - Project Analysis

Project Name: Proj/FHA Number:
 Project Address:

Criterion 1 | Criterion 3 | **Criterion 4** | Criterion 5 | Criterion Summary

Total Amount for all Units: (A)

Cost Not Attributable to Dwelling Use: × % = (B)

Site Not Attributable to Dwelling Use: × % = (C)

Total: (D)=(A+B+C)

Value of Leased Fee: (F1)

Unpaid Balance of Special Assessment(s): (F2) **Total:** (F)=(F1 + F2)

Amount Based on Limitations Per Family Unit: (D - F)

Figure 46. Project Analysis Window - Criterion 4 Tab

To view Criterion 4 information:

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click and the **Project Analysis** window displays.
3. Select the Criterion 4 tab to view the information.
4. Click to return to the **Project Analysis** window.

To View Units:

1. From the **Project Analysis** window, select the Criterion 4.
2. Click and the **Project Analysis - Criterion 4 - View Units** window (Figure 47) displays.
3. Click and you return to the **Project Analysis** window.

Mortgage Credit - Project Analysis - Criterion 4 - View Units							
Unit Type	Revenue/ Nonrevenue	Elevator Status	# of Units (A)	Statutory Limit (B)	Waiver Pct (C)	Stat. Limit x % (D= B x C)	Subtotal (A x D)
1 Bedroom	N	Y	1	\$47,899	350.00	\$167,646	\$167,646
1 Bedroom	R	Y	21	\$47,899	350.00	\$167,646	\$3,520,566
2 Bedroom	R	Y	10	\$58,243	350.00	\$203,850	\$2,038,500
3 Bedroom	R	Y	10	\$75,346	350.00	\$263,711	\$2,637,110
Total Amount for all Units:							\$8,363,822

Figure 47. Project Analysis Window - Criterion 4 - View Units Window

To View Rehab CNA

1. From the **Project Analysis** window, select the Criterion 4 tab.
2. Click **View Rehab CNA** and the **Rehabilitation Cost Not Attributable to Residential Use** window (Figure 48) displays.
3. Click **Close** and you return to the **Project Analysis** window.

Rehabilitation Cost Not Attributable to Residential Use

REHABILITATION COST NOT ATTRIBUTABLE TO RESIDENTIAL USE

1. Total Rehab Cost: (Without fees Lines G 36c + G41)** \$19,630

2. Rehab Cost Not Attributable (Dollar amounts without fees) ** \$3,670

3. Ratio of Not Attributable Project Not Attributable Square Feet sq. ft. divided by Total 100
 Project Gross Square Feet 6,470 sq. ft. ** = 1.55 %

4. "As-Is" Not Attributable Total "As-Is" (Land and Structures)
\$220,000 X Ratio from #3 1.55 % = \$ \$3,410

5. Total Cost Not Attributable "As-Is" Not Attributable (#4) \$ \$3,410
 and Rehab Cost Not Attributable (#2) \$ \$3,670 = \$ \$7,080

6. Cost Without Fees Total Rehab Cost Without Fees \$ \$19,630
 (From #1) + Total "As-Is" Value \$ \$220,000
 (From Line 73. of Form FHA 2264) = Total \$ \$239,630

7. The Percentage Not Attributable: Divide Total Rehab Cost Not Attributable (#5) \$
\$7,080 by Total Cost Without Fees (#6) \$19,630
 = 36.07 %

8. Line G 74 Total Estimated Replacement Cost of
 Project* \$ \$316,633 X
 Percentage Not Attributable (#7) 36.07 % = \$ 114,210

* The Total Estimated Replacement Cost must be that developed by a Replacement Cost Formula. Cost Not Attributable must not be adjusted if the Total Estimated Replacement Cost later changes.

Close

Figure 48. Rehabilitation Cost Not Attributable to Residential Use Window

7.4.4.3.4 Criterion 5 Tab (Mortgage Amount Based on Debt Service Ratio)

The Criterion 5 tab (Figure 49) determines the Mortgage Amount based on Debt Service Ratio. Multiply the Net Income by the applicable Program LTV Ratio then subtract the summation of the Annual Ground Rent and the Annual Payment of Special Assessment. Divided the result by the Debt Service Rate and add the Additional Mortgage for Tax Abatement (if applicable). This tab is view only.

Mortgage Credit - Project Analysis

Project Name: Proj/FHA Number:
 Project Address:

Criterion 1 | Criterion 3 | Criterion 4 | **Criterion 5** | Criterion Summary |

Permanent Mortgage Interest Rate: % (A)
 Permanent Mortgage Insurance Rate: % (B)
 Initial Curtail Rate: % (C)
 Debt Service Rate: % (D)=(A+B+C)
 Net Income: x % = (E)
 Annual Ground Rent: (F1)
 Annual Payment of Special Assessment: (F2) = (F)=(F1 + F2)
 Subtotal: (G)=(E - F)
 Subtotal: (H)=(G / D)
 Annual Tax Abatement Savings: divided by % = (I)
 Amount Based on Debt Service Ratio: (J)=(H + I)

Figure 49. Project Analysis Window - Criterion 5 Tab

To view Criterion 5 information:

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click and the **Project Analysis** window displays.
3. Select the Criterion 5 tab to view the information.
4. Click to return to the **Project Analysis** window.

Note: If the Initial Curtail Rate is zero (0), the mortgage Amount Based on Debt Service Ratio will be negative and other fields may be blank. To remedy, the Valuation appraiser must enter the Remaining Economic Life in Income Approach to Value.

Note: For 223f projects with Project based Section 8 Rents, LIHTC or Tax Exempt Bonds, Net Income for Criterion 5 (5E) will be based upon Project based Section 8 or LIHTC unit rent per month and actual expenses. For projects with Market Rent and Actual Expenses, Net Income for Criterion 5 will come from HUD-92264 section F line 34.

7.4.4.3.5 Criterion 7 Tab (Amount Based on Borrowers Total Cost of Acquisition)

The Criterion 7 tab (Figure 50) is active for 223(f) acquisition projects. Criterion 7 determines the mortgage amount based on the borrower's total cost of acquisition. The calculations used to determine the mortgage amount are shown on the tab.

Only two fields are active on this tab *Purchase Price* and *Existing Reserve for Replacement*. The *Purchase Price* of the project is determined within the DAP Valuation subsystem but you are able to overwrite the amount.

Field	Value	Label
Purchase Price	2,245,900	(A)
Repairs	\$753,500	(B)
Mortgage's Other Fees	\$12,535	(C)
Loan Closing Charges	\$182,448	(D)
Existing Reserve for Replacement	450,000	(F)
Total	\$3,194,383	(E) = (A+B+C+D)
Total	\$2,744,383	(G) = (E - F)
Amount Based on Borrower's Total Cost of Acquisition: (G) x	85.000 %	= \$2,332,726

Figure 50. Project Analysis Window - Criterion 7 Tab

To enter Criterion 7 information:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Enter *Purchase Price*.
3. Enter *Existing Reserve for Replacement*.
4. Save your work.

To enter Loan Closing Charges:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the Criterion 7 - Loan Closing Charges window displays.

7.4.4.3.5.1.1 Step 1 Tab

Step 1 of Criterion 7 - Loan Closing Charges (Figure 51) is the summation of the *Purchase Price, Repairs, Legal Fees, Organizational Fees, Title and Recording Fees, Initial Deposit to Reserve for Replacement* and *Mortgagor's Closing Fees* (which includes *Architect's Fee, Engineering Fees, Surveyor's Fee, Needs Assessment* and *Other Fees* entered in the DAP Cost Subsystem, *Appraisal Fee* and *Phase I Fees* entered in the DAP Valuation Subsystem and FHA Inspection Fees calculated by the system). This tab is view only.

Criterion 7 - Loan Closing Charges	
Step 1	Step 2 & 3 Step 4 & 5 Step 6 & 7 Step 8 Step 9
Purchase Price:	\$2,245,900 (A)
Repairs:	\$753,500 (B)
Legal Fees:	(C)
Organizational Fees:	(D)
Title & Recording Fees:	(E)
Initial Deposit to the Reserve for Replacement:	\$18,000 (F)
Mortgagor's Other Fees:	\$12,535 (G)
Total of Step 1: \$3,029,935	
<div>OK</div> <div>Cancel</div>	

Figure 51. Criterion 7 - Loan Closing Charges Window - Step 1 Tab

To view Criterion 7 - Step 1 tab information:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 1 tab to view the information.
4. Click **OK** to save changes made in the Step 4 & 5 tab and return to the Criterion 7 tab.

Alternative Option

Click **Cancel** to return to the Criterion 7 tab without saving any changes made in Step 4 & 5.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

To view Mortgagor's Other Fees:

Mortgagor's Other Fees is the summation of *Architect's Fee*, *Engineering Fees*, *Surveyor's Fee*, *Needs Assessment Fee*, *Historical Preservation Fee*, and *Other Fees* entered in the Cost subsystem; the Appraisal Fees and Phase I Fees entered in the Valuation subsystem; and FHA Inspection Fees calculated by the system. You are able to view a list of these fees on the **Mortgagor's Other Fees** window (Figure 52).

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the **Criterion 7 - Loan Closing** window displays.
3. Click **Mortgagor's Other Fees** and the **Mortgagor's Other Fees** window displays.
4. Click **Close** and you return to the **Criterion 7 - Loan Closing Charges** window.

Description	Amount
Appraisal Fee	
Phase One Fee	
Inspection Fee	\$7,535
Needs Assessment Fees	\$5,000
Surveyor's Fees	\$0
Engineering Fees	\$0
Architect's Fees	\$0

Total Fees: \$12,535.00

Close

Figure 52. Mortgagor's Other Fees Window

7.4.4.3.5.1.2 Step 2 & 3 Tab

Step 2 (Figure 53) subtracts the *Existing Reserves for Replacement on Deposit* (if applicable) and the *Grant/Loan Funds and Tax Credits* (if applicable) costs from the *Total of Step 1*.

The Total of Step 3 (Figure 53) equals the *Total of Step 2* multiplied by 85%. The result is rounded down to the nearest one hundred. This tab is view only.

Criterion 7 - Loan Closing Charges	
Step 1	Step 2 & 3
Step 4 & 5	Step 6 & 7
Step 8	Step 9
Total of Step 1: <input type="text" value="\$3,029,935"/> (A)	
Existing Reserve for Replacement: <input type="text" value="\$450,000"/> (B)	
Total of Step 2: <input type="text" value="\$2,579,935"/> (D) = (A-B)	
x <input type="text" value="85.000"/> % (E)	
Total of Step 3: <input type="text" value="\$2,192,900"/> (F) = (D x E)	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 53. Criterion 7 - Loan Closing Charges Window - Step 2 & 3 Tab

To view Criterion 7 - Step 2 & 3 tab information:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click and the **Loan Closing Charges** window displays.
3. Select the Step 2 & 3 tab to view the information.
4. Click to save changes made in the Step 4 & 5 tab and return to the Criterion 7 tab.

Alternative Option

Click to return to the Criterion 7 tab without saving any changes made in Step 4 & 5.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.5.1.3 Step 4 & 5 Tab

Step 4 (Figure 54) is the sum of the Financing Fee %, MIP %, Exam Fee %, Permanent Placement Fee %, allowable Discounts Fee %, and Bond Fee %.

The Step 5 (Figure 54) equals the Total of Step 4 multiplied by the applicable Program LTV Ratio.

To enter Step 4 & 5 Tab information:

1. From the Project Analysis window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the **Criterion 7 - Loan Closing Charges** window displays.
3. Select the Step 4 & 5 tab.
4. Enter the data:
 - *Financing Fee %*;
 - *Exam Fee %*;
 - *Permanent Placement Fee %*;
 - *Discount %*; and
 - *Bond Fee %*.
5. Click **OK** to save changes made in the Step 4 & 5 tab and return to the Criterion 7 tab.

Alternative Option

Click **Cancel** to return to the Criterion 7 tab without saving any changes made in Step 4 & 5.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

Criterion 7 - Loan Closing Charges

Step 1 | Step 2 & 3 | **Step 4 & 5** | Step 6 & 7 | Step 8 | Step 9

Financing Fee %:	2.00000000	% (A)
Program MIP %:	2.00000000	% (B)
Exam Fee %:	0.30000000	% (C)
Permanent Placement Fee %:	1.50000000	% (D)
Discount %:		% (E)
Bond Fee %:	1.25000000	% (F)
Total of Step 4: 7.05000000 % (A+B+C+D+E+F)		
x	85.00 %	= 5.99250000 % Total of Step 5

OK
Cancel

Figure 54. Criterion 7 - Loan Closing Charges Window - Step 4 & 5 Tab

7.4.4.3.5.1.4 Step 6 & 7 Tab

Step 6 (Figure 55) equals the Total of Step 5 subtracted from 100%. Step 7 (Figure 55) equals the *Total of Step 3* divided by the *Total of Step 6*. This tab is view only.

Criterion 7 - Loan Closing Charges					
Step 1	Step 2 & 3	Step 4 & 5	Step 6 & 7	Step 8	Step 9
<div> <div>100.00 % (A)</div> <div>Total of Step 5: 5.99250000 % (B)</div> <div>Total of Step 6: 94.00750000 % (C) = (A - B)</div> </div>					
<div> <div>Total of Step 3: \$2,192,900 (D)</div> <div>Total of Step 6: 94.00750000 % (C)</div> <div>Total of Step 7: \$2,332,600 (E) = (D / C)</div> </div>					

Figure 55. Criterion 7 - Loan Closing Charges Window - Step 6 & 7 Tab

To view Criterion 7 - Step 6 & 7 tab information:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 6 & 7 tab to view the information.
4. Click **OK** to save changes made in the Step 4 & 5 tab and return to the Criterion 7 tab.

Alternative Option

Click **Cancel** to return to the Criterion 7 tab without saving any changes made in Step 4 & 5.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.5.1.5 Step 8

Step 8 (Figure 56) multiplies the individual percentages within *Step 4* by the *Total of Step 7* and then sums the results. This tab is view only. The individual percentages within *Step 4* are:

- *Financing Fee %*;
- *Program MIP %*;
- *Exam Fee %*;
- *Permanent Placement Fee %*;
- *Discount %*; and
- *Bond Fee %*.

Criterion 7 - Loan Closing Charges					
Step 1 Step 2 & 3 Step 4 & 5 Step 6 & 7 Step 8 Step 9					
Financing Fee %:	2.00000000	% x	\$2,332,600	=	\$46,652 (A)
MIP %:	2.00000000	% x	\$2,332,600	=	\$46,652 (B)
Exam Fee %:	0.30000000	% x	\$2,332,600	=	\$6,998 (C)
Permanent Placement Fee %:	1.50000000	% x	\$2,332,600	=	\$34,989 (D)
Discount %:		% x	\$2,332,600	=	\$0 (E)
Bond Fee %:	1.25000000	% x	\$2,332,600	=	\$29,158 (F)
Total of Step 8:					\$164,448

OK
Cancel

Figure 56. Criterion 7 - Loan Closing Charges Window - Step 8 Tab

To view Criterion 7 - Step 8 tab information:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 8 tab to view the information.
4. Click **OK** to save changes made in the Step 4 & 5 tab and return to the Criterion 7 tab.

Alternative Option

Click **Cancel** to return to the Criterion 7 tab without saving any changes made in Step 4 & 5.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.5.1.6 Step 9 Tab

Step 9 (Figure 57) calculates the Loan Closing Charges by adding the total of Step 8 to the *Legal Fees*, the *Organizational Fees*, the *Title and Recording Fees* and the *Initial Deposit to Reserve for Replacements* as derived in Step 1. This tab is view only.

Criterion 7 - Loan Closing Charges					
Step 1	Step 2 & 3	Step 4 & 5	Step 6 & 7	Step 8	Step 9
<p>Total of Step 8: <input type="text" value="\$164,448"/> (A)</p> <p>Legal Fees: <input type="text"/> (B)</p> <p>Organizational Fees: <input type="text"/> (C)</p> <p>Title & Recording Fees: <input type="text"/> (D)</p> <p>Initial Deposit to the Reserve for Replacement: <input type="text" value="\$18,000"/> (E)</p> <hr/> <p>Total of Step 9: <input type="text" value="\$182,448"/> (A+B+C+D+E)</p>					
<p>OK</p> <p>Cancel</p>					

Figure 57. Criterion 7 - Loan Closing Charges Window - Step 9 Tab

To view Criterion 7 - Step 9 tab information:

1. From the **Project Analysis** window, select the Criterion 7 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 9 tab to view the information.
4. Click **OK** to save changes made in the Step 4 & 5 tab and return to the Criterion 7 tab.

Alternative Option

Click **Cancel** to return to the Criterion 7 tab without saving any changes made in Step 4 & 5.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.6 Criterion 10 Tab

The Criterion 10 tab (Figure 58) is active for 223(f) refinance projects. Criterion 10 bases the mortgage amount on existing indebtedness, repairs, and loan closing charges. The calculations used to determine the mortgage amount are shown on the tab.

To enter Criterion 10 tab information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Enter *Total Existing Indebtedness*.
3. Enter *Existing Reserve for Replacement*.
4. Save your work.

Mortgage Credit - Project Analysis

Project Name: Proj/FHA Number:

Project Address:

Criterion 1 | Criterion 3 | Criterion 4 | Criterion 5 | **Criterion 10** | Criterion Summary

OK Cancel

Total Existing Indebtedness: (A)

Repairs: (B)

Mortgagor's Other Fees: (C)

Loan Closing Charges: (D) **Total:** (E) = (A+B+C+D)

Existing Reserve for Replacement: (F) **Total:** (G) = (E - F)

Market Value: × % = (H)

Amount Based on Existing Indebtedness Repairs: (Greater of (H) or (G))

Loan Closing Charges

Figure 58. Project Analysis Window - Criterion 10 Tab

To enter Loan Closing Charges:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Criterion 10 - Loan Closing Charges** window displays.

7.4.4.3.6.1.1 Step 1 Tab

Step 1 (Figure 59) is the summation of the *Total Existing Indebtedness*, the *Repairs*, the *Legal Fees*, the *Organizational Fees*, the *Title and Recording Fees*, the *Initial Deposit to Reserve for Replacements*, and the *Mortgagor's Other Fees* (which includes Architect's Fee, Engineering Fees, Surveyor's Fee, Needs Assessment and Other Fees entered in the DAP Cost Subsystem, Appraisal Fee and Phase I Fees entered in DAP Valuation Subsystem and FHA Inspection Fees calculated by the system). This is a view only tab.

Criterion 10 - Loan Closing Charges	
Step 1 Step 2 Step 3 Step 4 & 5 Step 6 Step 7	
Total Existing Indebtedness:	\$1,250,000 (A)
Repairs:	\$1,066,375 (B)
Legal Fees:	\$10,000 (C)
Organizational Fees:	\$10,000 (D)
Title & Recording Fees:	\$11,850 (E)
Initial Deposit to the Reserve for Replacement:	\$84,000 (F)
Mortgagor's Other Fees:	\$29,184 (G)
Total of Step 1:	\$2,461,409

OK Cancel

Mortgagor's Other Fees

Figure 59. Criterion 10 - Loan Closing Charges Window - Step 1 Tab

To view Criterion 10 - Step 1 tab information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 1 tab to view the information.
4. Click **OK** to save changes made in the Step 3 tab and return to the Criterion 10 tab.

Alternative Option

Click **Cancel** to return to the Criterion 10 tab without saving any changes made in Step 3.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

To view Mortgagor's Other Fees:

Mortgagor's Other Fees is the summation of *Architect's Fee*, *Engineering Fees*, *Surveyor's Fee*, *Needs Assessment Fee*, *Historical Preservation Fee*, and *Other Fees* entered in the Cost subsystem; Appraisal Fees and Phase I Fees entered in the Valuation subsystem; and FHA Inspection Fees calculated by the system. You are able to view a list of these fees on the **Mortgagor's Other Fees** window (Figure 60).

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Criterion 10 - Loan Closing** window displays.
3. Click **Mortgagor's Other Fees** and the **Mortgagor's Other Fees** window displays.
4. Click **Close** and you return to the **Criterion 10 - Loan Closing Charges** window.

Description	Amount
Appraisal Fee	\$5,500
Phase One Fee	
Inspection Fee	\$10,664
GNMA Fee	\$2,500
Needs Assessment Fees	\$7,520
Surveyor's Fees	\$3,000
Engineering Fees	\$0
Architect's Fees	\$0

Total Fees: \$29,184.00

Figure 60. Mortgagor's Other Fees Window

7.4.4.3.6.1.2 Step 2 Tab

The Step 2 (Figure 61) process deducts the Existing Reserves for Replacements on Deposit with the Mortgagee and the Grant/Loan Funds (if applicable) from the Total of Step 1. This tab is view only.

Criterion 10 - Loan Closing Charges	
Step 1 Step 2 Step 3 Step 4 & 5 Step 6 Step 7	
Total of Step 1:	\$2,461,409 (A)
Existing Reserves for Replacement:	\$650,000 (B)
<hr/>	
Total of Step 2:	\$1,811,409 (D) = (A - B)

OK

Cancel

Figure 61. Criterion 10 - Loan Closing Charges Window - Step 2 Tab

To view Criterion 10 - Step 2 tab information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 2 tab to view the information.
4. Click **OK** to save changes made in the Step 3 tab and return to the Criterion 10 tab.

Alternative Option

Click **Cancel** to return to the Criterion 10 tab without saving any changes made in Step 3.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.6.1.3 Step 3 Tab

The Step 3 (Figure 62) process is the summation of *Financing Fee %*, *MIP%*, *Exam Fee %*, *Permanent Placement Fee %*, allowable *Discounts %* and *Bond Fee %*.

To enter Step 3 information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Enter the data:
 - *Financing Fee %*;
 - *Exam Fee %*;
 - *Permanent Placement Fee %*;
 - *Discount %*; and
 - *Bond Fee %*.
4. Click **OK** to save changes made in the Step 3 tab and return to the Criterion 10 tab.

Alternative Option

Click **Cancel** to return to the Criterion 10 tab without saving any changes made in Step 3.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

The screenshot shows the 'Criterion 10 - Loan Closing Charges' window with the 'Step 3' tab selected. The window contains the following fields and values:

Field	Value	Label
Financing Fee %	2.00000000	(A)
Program MIP %	1.00000000	(B)
Exam Fee %	0.30000000	(C)
Permanent Placement Fee %	1.50000000	(D)
Discount %		(E)
Bond Fee %		(F)
Total of Step 3:	4.80000000	%(A+B+C+D+E+F)

Buttons for 'OK' and 'Cancel' are located on the right side of the window.

Figure 62. Criterion 10 - Loan Closing Charges Window - Step 3 Tab

7.4.4.3.6.1.4 Step 4 & 5 Tab

Within the Step 4 & 5 (Figure 63) process, the *Total Of Step 4* is the result of subtracting the *Total Of Step 3* from 100%. Then the *Total Of Step 2* is divided by the *Total Of Step 4* to give the *Total Of Step 5*. This tab is view only.

Criterion 10 - Loan Closing Charges

Step 1 Step 2 Step 3 **Step 4 & 5** Step 6 Step 7

100.00 % (A)

Total of Step 3: 4.80000000 % (B)

Total of Step 4: 95.20000000 % (C) = (A - B)

Total of Step 2: \$1,811,409 (D)

Total of Step 4: 95.20000000 % (C)

Total of Step 5: \$1,902,700 (E) = (D / C)

OK

Cancel

Figure 63. Criterion 10 - Loan Closing Charges Window - Step 4 & 5 Tab

To view Criterion 10 - Step 4 & 5 tab information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 4 & 5 tab to view the information.
4. Click **OK** to save changes made in the Step 3 tab and return to the Criterion 10 tab.

Alternative Option

Click **Cancel** to return to the Criterion 10 tab without saving any changes made in Step 3.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.6.1.5 Step 6 Tab

The Step 6 (Figure 64) process multiplies the percentages within step 3 individually by the total of Step 5 and then adds those multiplication results. This tab is view only. The individual percentages within step 6 are:

- *Financing Fee %*
- *MIP %*
- *Exam Fee %*
- *Permanent Placement Fee %*
- *Discount %*
- *Bond Fee %*.

Criterion 10 - Loan Closing Charges					
Step 1 Step 2 Step 3 Step 4 & 5 Step 6 Step 7					
Financing Fee %:	2.00000000	% x	\$1,902,700	=	\$38,054 (A)
MIP %:	1.00000000	% x	\$1,902,700	=	\$19,027 (B)
Exam Fee %:	0.30000000	% x	\$1,902,700	=	\$5,708 (C)
Permanent Placement Fee %:	1.50000000	% x	\$1,902,700	=	\$28,541 (D)
Discount %:		% x	\$1,902,700	=	\$0 (E)
Bond Fee %:		% x	\$1,902,700	=	\$0 (F)
Total of Step 6:					\$91,330

Figure 64. Criterion 10 - Loan Closing Charges Window - Step 6 Tab

To view Criterion 10 - Step 6 tab information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 6 tab to view the information.
4. Click **OK** to save changes made in the Step 3 tab and return to the Criterion 10 tab.

Alternative Option

Click **Cancel** to return to the Criterion 10 tab without saving any changes made in Step 3.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.6.1.6 Step 7 Tab

The Step 7 (Figure 65) process adds the Total Of Step 6 to the *Legal Fees*, the *Organizational Fees*, the *Title and Recording Fees*, and the *Initial Deposit to Reserve for Replacements*. The result of this summation is the Total Of Loan Closing Charges. This tab is view only.

Criterion 10 - Loan Closing Charges					
Step 1	Step 2	Step 3	Step 4 & 5	Step 6	Step 7
Total of Step 6:		\$91,330	(A)		
Legal Fees:		\$10,000	(B)		
Organizational Fees:		\$10,000	(C)		
Title & Recording Fees:		\$11,850	(D)		
Initial Deposit to the Reserve for Replacement:		\$84,000	(E)		
Total of Step 7:		\$207,180	(A+B+C+D+E)		

OK

Cancel

Figure 65. Criterion 10 - Loan Closing Charges Window - Step 7 Tab

To view Criterion 10 - Step 7 tab information:

1. From the **Project Analysis** window, select the Criterion 10 tab.
2. Click **Loan Closing Charges** and the **Loan Closing Charges** window displays.
3. Select the Step 7 tab to view the information.
4. Click **OK** to save changes made in the Step 3 tab and return to the Criterion 10 tab.

Alternative Option

Click **Cancel** to return to the Criterion 10 tab without saving any changes made in Step 3.

Alternative Option

Click another Step tab to continue in the **Loan Closing Charges** window.

7.4.4.3.7 Criterion Summary Tab

The Criterion Summary tab (Figure 66) displays each criterion total rounded down to the nearest hundred dollars.

The screenshot shows a window titled "Mortgage Credit - Project Analysis". At the top, there are input fields for "Project Name: Green Hills", "Proj/FHA Number: 05235153", and "Project Address: 55 E. Hollins St. Baltimore, MD 21234-". Below these are five tabs: "Criterion 1", "Criterion 3", "Criterion 4", "Criterion 5", and "Criterion Summary" (which is selected). A "Close" button is in the top right corner. The main area contains a table with two columns: "Criteria" and "Criteria Total Round Down to Nearest \$100".

Criteria	Criteria Total Round Down to Nearest \$100
1 - Mortgage or Loan Amount Requested on Application	\$7,150,000
3 - Mortgage Amount Based on Replacement Cost or Value	\$6,152,700
4 - Mortgage Amount Based on Limitation Per Family Unit	\$10,079,200
5 - Mortgage Amount Based on Debt Service Ratio	\$7,056,100
Maximum Insurable Mortgage:	\$6,152,700

At the bottom right of the table area is a "Comments" button.

Figure 66. Project Analysis Window - Criterion Summary Tab

To view Criterion Summary information:

1. From the **Project Analysis** window, select the Criterion Summary tab.
2. Click to exit this window and you return to the **Project Analysis** window.

To enter comments:

1. From the **Project Analysis** window, select the Criterion Summary tab.
2. Click and the **Criterion Summary - Comments** window (Figure 67) displays.
3. Enter *Comments*.
4. Click and you return to the Criterion Summary tab.

The screenshot shows a window titled "Criterion Summary - Comments". It has a large text area for entering comments. On the right side, there are two buttons: "OK" and "Cancel".

Figure 67. Criterion Summary - Comments Window

7.4.4.4 Determine Settlement Requirements

The Settlement Requirement process allows the Mortgage Credit Examiner to make the final recommendation to approve or reject the project and to enter the settlement requirements for the project based on the information that has already been evaluated.

To determine settlement requirements:

1. From the **Project Analysis** window, select the Project Summary tab.
2. Click and the **Settlement Requirements** window (Figure 68) displays with the Cash Investment tab first by default. For a 223f Program, the **Settlements Requirements** window (Figure 69).

7.4.4.4.1 Cash Investment

The purpose of this process is to calculate the *Cash Investment* required for the project.

To enter Cash Investment tab information:

1. From the **Project Analysis** window, select the Cash Investment tab.
2. Enter the data:
 - *Excess Construction Contract*;
 - *Excess Architect Contract*;
 - *Excess Other Contract*; and
 - *Land Indebtedness*.
3. Save your work.

The screenshot shows the 'Mortgage Credit - Settlement Requirements' window with the 'Cash Investment' tab selected. The window contains the following fields and values:

Field	Value	Label
Project Name	Green Hills	
Proj/FHA Number	05235153	
Project Address	55 E. Hollins St. Baltimore, MD 21234-	
Development Cost	\$5,686,353	(1a)
Excess Construction Contract		(1b1)
Excess Architect Contract		(1b2)
Excess Other Contract		(1b3)
Land Indebtedness	\$1,355,000	(2)
Mortgage Amount (MIM)	\$6,152,700	(4a)
Grant/Loan Funds and Tax Credit	\$0	(4b)
Fees Not Paid in Cash	\$75,974	(5)
Total	\$5,686,353	(1c)=(1a+1b1+1b2+1b3)
Total	\$7,041,353	(3)=(1c+2)
Total	\$6,228,674	(6)=(4a+4b+5)
Cash Investment Required	\$812,679	(7)=(3-6)

Buttons at the bottom: OK, Cancel, Apply. A 'Fees not Cash' button is also present on the right side of the form.

Figure 68. Settlement Requirements Window - Cash Investment Tab

Mortgage Credit - Settlement Requirements

Project Name: Proj/FHA Number:

Project Address:

Cash Investment | Cash Requirement | Source of Funds | Recommendation

Cost of Acquisition	<input type="text" value="\$2,383,595"/>	(1a)	
Excess Construction Contract:	<input type="text"/>	(1b1)	
Excess Architect Contract:	<input type="text"/>	(1b2)	
Excess Other Contract:	<input type="text"/>	(1b3)	
	Total:	<input type="text" value="\$2,383,595"/>	(1c)=(1a+1b1+1b2+1b3)
Repairs	<input type="text" value="\$753,500"/>	(2)	
	Total:	<input type="text" value="\$3,137,095"/>	(3)=(1c+2)
Mortgage Amount (MIM):	<input type="text" value="\$2,305,800"/>	(4a)	
Grant/Loan Funds and Tax Credit:	<input type="text" value="\$0"/>	(4b)	
Fees Not Paid in Cash:	<input type="text" value="\$0"/>	(5)	
	Total:	<input type="text" value="\$2,305,800"/>	(6)=(4a+4b+5)
Cash Investment Required:		<input type="text" value="\$831,295"/>	(7)=(3-6)

Figure 69. Settlement Requirements Window - Cash Investment Tab (223f Program)

To Enter Cash Investment - Fees Not Paid in Cash data:

1. From the **Settlement Requirements** window, select the Cash Investments tab.
2. Click and the **Cash Investment - Fees Not Paid in Cash** window (Figure 70) displays.
3. Enter *Builder's Profit*, if applicable.
4. Click to exit this window.

Alternative Option

Click , if applicable, and the **Fees Not Paid in Cash - Other Fees** window displays.

Cash Investment - Fees Not Paid in Cash	
BSPRA / SPRA:	\$75,974 (5a)
Builder's Profit:	(5b)
Other:	\$0 (5c)
Total Fees Not Paid in Cash: \$75,974 (5)=(5a + 5b + 5c)	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 70. Cash Investment - Fees Not Paid in Cash Window

To enter Other Fees:

1. From the **Cash Investment - Fees Not Paid in Cash** window, click , and the **Fees Not Paid in Cash - Other Fees** window (Figure 71) displays.
2. Click , and a blank line displays.
3. Enter *Other Fee Name*.
4. Enter *Amount*.
5. Repeat steps 2 through 4 until all fees are added.
6. Click and you return to the **Cash Investment - Fees Not Paid in Cash** window.
7. Click and you return to the Cash Investment tab.

Other Fee Name	Amount
----------------	--------

Total:

Figure 71. Fees Not Paid in Cash - Other Fees Window

To delete Other Fees:

1. From the **Cash Investment - Fees Not Paid in Cash** window, click , and the **Fees Not Paid in Cash - Other Fees** window (Figure 71) displays.
2. Select the *Other Fee Name* you want to delete.
3. Click the right mouse button, and the edit menu displays.
4. Select the delete option and the Confirm Delete message asks if you are sure you want to delete the item.
5. Click and you return to the **Fees Not Paid in Cash - Other Fees** window.
6. Click and you return to the Cash Investment tab.
7. Save your work.

7.4.4.4.2 Cash Requirement

The Cash Requirement tab (Figure 72) is used to determine the Total Estimated Cash Requirements that is equal to the sum of Cash Investment Required; Initial Operating Deficit; Commitment Marketing Fees, Discounts and Escrow; Working Capital (if applicable); Total Off-Site Construction; and the Total Demolition Costs.

To enter Cash Requirement Multipliers:

1. Enter *Offsite Construction Costs* multiplier.
2. Enter *Demolition Costs* multiplier.
3. Save your work.

The screenshot shows the 'Mortgage Credit - Settlement Requirements' window with the 'Cash Requirement' tab selected. The window contains the following fields and buttons:

- Project Name:** Green Hills
- Proj/FHA Number:** 05235153
- Project Address:** 55 E. Hollins St. Baltimore, MD 21234-
- Tabs:** Cash Investment, **Cash Requirement**, Source of Funds, Recommendation
- Cash Investment Required:** \$812,679 (7)=(3-6)
- Initial Operating Deficit:** \$74,704 (8)
- Commitment Marketing Fees, Discounts and Escrows:** \$0 (9)
- Working Capital:** \$123,054 (10)
- Offsite Construction Costs:** \$25,790 × 1.00 = \$25,790 (11a)
- Demolition Costs:** \$17,500 × 1.00 = \$17,500 (11b)
- Total Estimated Cash Requirement:** \$1,053,727 (12)=(7+8+9+10+11a+11b)
- Total Front Money Escrow:** \$0 (1c - 6)
- Buttons:** Deficit, Escrow, Capital, OK, Cancel, Apply

Figure 72. Settlement Requirements Window - Cash Requirement Tab

To enter Deficit information:

From the **Settlement Requirements** window, select the Cash Requirement tab. Click **Deficit**, and the **Initial Operating Deficit** window displays. See Section 7.5.2.2.2.1, Deficit.

To enter Escrow information:

From the **Settlement Requirements** window, select the Cash Requirement tab. Click **Escrow**, and the **Cash Requirement - Commitment Mktg Fees & Discounts and Escrow** window displays. See Section 7.5.2.2.2.2, Escrow.

To view Capital information:

From the **Settlement Requirements** window, select the Cash Requirement tab. Click **Capital**, and the **Cash Requirement - Working Capital** window displays. See Section 7.5.2.2.2.3, Working Capital.

7.4.4.4.2.1 Deficit

The purpose of this process is to determine if the project has sufficient funds to cover the anticipated Initial Operating Deficit. For 221d3/d4 programs, the *Initial Operating Deficit Escrow* amount is determined within the DAP Valuation Subsystem. For 223f programs, the Mortgage Credit Examiner will calculate the *Initial Operating Deficit Escrow* amount from the HUD-2264A-18n, Operating Deficit Escrow Worksheet.

7.4.4.4.2.1.1 Step 1 Tab

Step 1 calculates the *Current Annual Operating Expenses* that is a sum of the *Annual Operating Expenses*, *Annual Debt Service Requirement* and the *Annual Ground Rent*.

To enter Step 1 Tab information:

1. From the **Settlement Requirements** window, click and the **Initial Operating Deficit** window (Figure 73) displays.
2. Click the Step 1 tab.
3. Enter *Annual Debt Service Requirement*.



Note: The DAP system automatically calculates the *Annual Debt Service Requirement* field, however, the field is editable for any necessary updates.

4. Click and you return to the **Settlement Requirements** window.
5. Save your work.

Cash Requirement - Initial Operating Deficit	
Step 1 Step 2 & 3 Step 4	
Annual Operating Expenses:	\$0 (8a)
Annual Debt Service Requirement:	\$61,792 (8b)
Annual Ground Rent:	\$1,000 (8c)
Step 1 Total (Expenses):	\$62,792 (8d)=(8a+8b+8c)
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 73. Cash Requirement - Initial Operating Deficit Window - Step 1 Tab

7.4.4.4.2.1.2 Step 2 & 3

The Steps 2 & 3 (Figure 74) process calculates the *Current Annual Gross Rent*.

To enter Step 2 & 3 Tab information:

1. From the **Initial Operating Deficit** window, click Step 2 & 3 tab.
2. Enter *Rents For All Units*.
3. Enter *Rentals Attributed to Vacant Units*.
4. Enter *Rents in Arrears*.
5. Click and you return to **Settlement Requirements** window.
6. Save your work.

Cash Requirement - Initial Operating Deficit

Step 1 **Step 2 & 3** Step 4

Rents for All Units: (8e)

Rentals Attributed to Vacant Units: (8f)

Rents in Arrears: (8g)

Total of Step 2: (8h)=(8e)-(8f+8g))

Current Annual Effective Gross Rent: (8i)

x 12

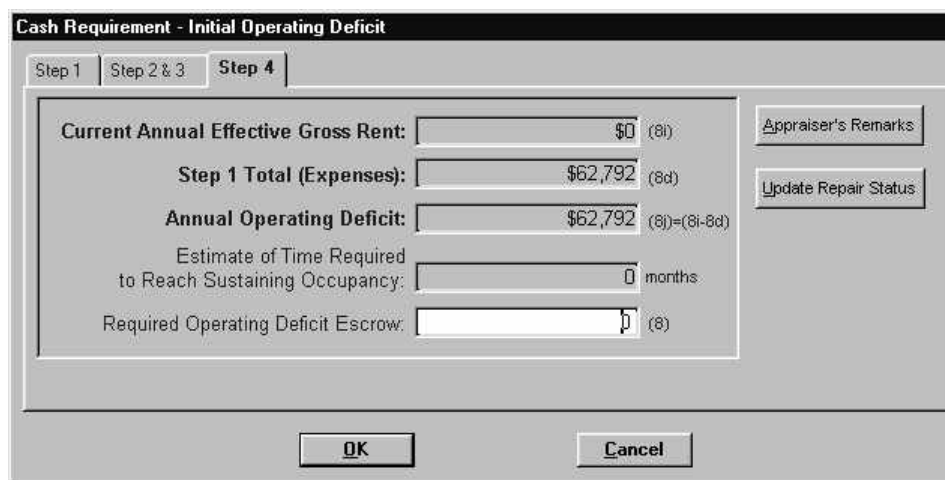
Figure 74. Cash Requirement - Initial Operating Deficit Window - Step 2 & 3 Tab



Note: The DAP System does not allow negative values for *Rents for All Units*, *Rentals Attributed to Vacant Units*, and *Rents in Arrears*.

7.4.4.4.2.1.3 Step 4 Tab


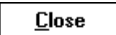
Step 4 (Figure 75) calculates the *Annual Operating Deficit*. If there is an *Annual Operating Deficit*, the Mortgage Credit Examiner will establish the *Required Operating Deficit Escrow*.

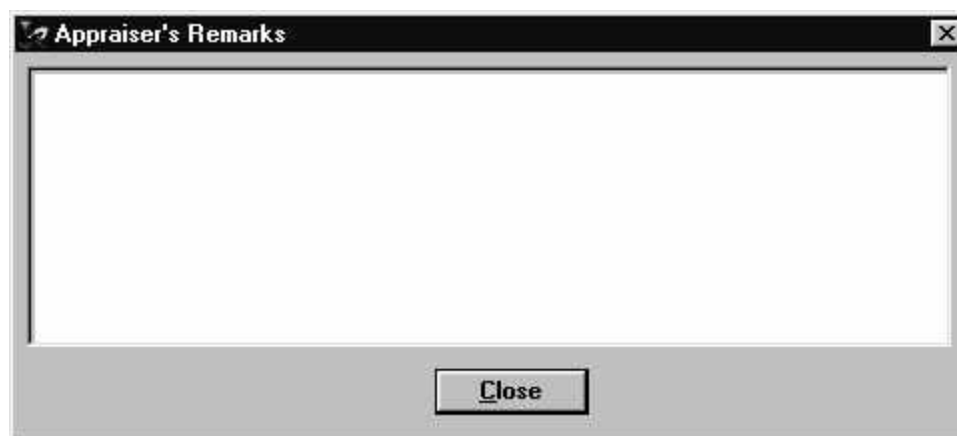


The screenshot shows a software window titled "Cash Requirement - Initial Operating Deficit". It has three tabs: "Step 1", "Step 2 & 3", and "Step 4", with "Step 4" being the active tab. The window contains several input fields and buttons. On the left, there are five rows of data: "Current Annual Effective Gross Rent" with a value of "\$0" and label "(8i)"; "Step 1 Total (Expenses)" with a value of "\$62,792" and label "(8d)"; "Annual Operating Deficit" with a value of "\$62,792" and label "(8j)=(8i-8d)"; "Estimate of Time Required to Reach Sustaining Occupancy" with a value of "0" and label "months"; and "Required Operating Deficit Escrow" with a value of "0" and label "(8)". To the right of these fields are two buttons: "Appraiser's Remarks" and "Update Repair Status". At the bottom of the window are "OK" and "Cancel" buttons.

Figure 75. Cash Requirement - Initial Operating Deficit Window - Step 4 Tab

To view Appraisers Remarks:

1. From the **Cash Requirement - Initial Operating Deficit** window, click the Step 4 tab.
2. Click  and the **Appraiser's Remarks** window (Figure 76) displays.
3. Enter *Remarks*.
4. Click  and you return to the **Cash Requirement - Initial Operating Deficit** window.
5. Save your work.



The screenshot shows a software window titled "Appraiser's Remarks". It has a standard Windows-style title bar with a maximize button and a close button. The main area of the window is a large, empty text box for entering remarks. At the bottom center of the window is a "Close" button.

Figure 76. Appraiser's Remarks Window

To update repair status:

This process allows the Mortgage Credit Examiner to update the *Complete/Incomplete Indicator* to Completed or Incomplete for each required repair in the DAP Cost subsystem.

1. From the **Cash Requirement - Initial Operating Deficit** window, click the Step 4 tab.
2. Click and the **Update Repair Status** window (Figure 77) displays.

Update Repair Status

Project Name: Proj/FHA Number:

Project Address:

Site Name	Structure Type	Structure Name	Gross Floor Area	No of Units
Green Valley Apts	Highrise	Building 1	104000	

Repair Item	Est. Cost	Critical/Non-Critical Indctr	Complete/Incomplete Indctr
Exterior Walls and Foundation	\$75,000	Critical	
Roofs, flashing, vents	\$180,000	Critical	
Gutters, downspouts, splash	\$		
Drives, parking lots, paving,	\$		

Total Cost:

Figure 77. Update Repair Status Window

3. Enter the new data.
4. Click and you return to the **Cash Requirement - Initial Operating Deficit** window.
5. Save your work.

7.4.4.4.2.2 Escrow

This process determines the fees not included in the mortgage that will be paid by the Mortgagor. The Mortgage Credit Examiner will be able to enter these fees in the “Calculate Fees, Discounts & Escrow” process. The result of this process is the *Total of Commitment Marketing Fees, Discounts and Escrow*.

To enter Escrow information:

1. From the **Settlement Requirements** window, click , and the **Cash Requirement - Commitment Mktg Fees & Discounts and Escrow** window (Figure 78) displays.
2. Enter *Permanent Loan*.
3. Enter *Construction Loan*.
4. Enter *Repairs*.
5. Click and you return to the **Settlement Requirements** window.
6. Save your work.

Cash Requirement - Commitment Mktg Fees & Discounts and Escrow

Fees:	Other: <input type="text"/> (9a)	<input type="button" value="Other Fees"/>
Discounts:	Permanent Loan: <input type="text"/> (9b)	
	Construction Loan: <input type="text"/> (9c)	
Escrow:	Repairs: <input type="text"/> (9d)	
	Other: <input type="text"/> (9e)	<input type="button" value="Other Escrow"/>
Relocation Payments:	<input type="text"/> \$1,417	
Cost of Issuance	<input type="text"/>	
Taxable Bonds:	<input type="text"/> \$12,570	
Total Fees, Discounts and Escrow:		<input type="text"/> \$13,987

Figure 78. Cash Requirement - Commitment, Mktg, Fees & Discounts and Escrow Window

To add other fees:

The purpose of this process is to add *Other Fees* not included in the mortgage that must be paid by the Mortgagor. The Mortgage Credit Examiner will be able to enter a *Description* and *Amount* of the Other Fee.

1. From the **Cash Requirement - Commitment, Mktg, Fees & Discounts and Escrows - Other Escrow** window, click , and the **Commitment, Mktg, Fees & Discounts and Escrows - Other Fees** window (Figure 79) displays.

Other Fees Name	Other Fees Amount
-----------------	-------------------

 Total:

Figure 79. Commitment, Mkt Fees & Discounts and Escrow - Other Fees Window

2. Click , and a blank line displays.
3. Enter the *Other Fees Name*.
4. Enter the *Other Fees Amount*.
5. Repeat steps 2–4 until all fees are added.
6. Click and you return to the **Cash Requirement - Commitment, Mktg, Fees & Discounts and Escrow** window.

To add other escrow:

The purpose of this process is to add the Other Escrow not included in the mortgage that must be paid by the Mortgagor. The Mortgage Credit Examiner will be able to enter a Description and Amount of the Other Escrow.

1. From the **Cash Requirement - Commitment, Mktg, Fees & Discounts and Escrows - Other Escrow** window, click and the **Commitment, Mktg, Fees & Discounts and Escrows - Other Escrow** window (Figure 80) displays.

Other Escrow Name	Amount
<input type="text"/>	<input type="text"/>

Total:

Figure 80. Commitment, Mkt Fees & Discounts and Escrow - Other Escrow Window

2. Click , and a blank line displays.
3. Enter the *Other Escrow Name*.
4. Enter the *Amount*.
5. Click and you return to the **Cash Requirement - Commitment, Mktg, Fees & Discounts and Escrow** window.
6. Save your work.

7.4.4.4.2.3 Working Capital

The purpose of this process is to calculate the *Required Working Capital Amount* which is the MIM multiplied by 2 % for 221(d)4 Insured Advances. If the project is for Insurance Upon Completion (IUC) there is no working capital.

To view Working Capital information:

1. From the **Settlement Requirements** window, click the Cash Requirement tab.
2. Click and the **Cash Requirement - Working Capital** window (Figure 81) displays.

Working Capital:	44,666.00	(10a)
Non-Realty Items:	\$	(10b)
Total Working Capital:	\$44,666	(10)=(10a + 10b)

OK

Figure 81. Cash Requirement - Working Capital Window

3. Click to close the window and you return to the **Settlement Requirements** window.

7.4.4.4.3 Source of Funds

The Source of Funds tab on the **Mortgage Credit – Settlement Requirements** window (Figure 82) determines the source of funds from participants to the project.

Mortgage Credit - Settlement Requirements

Project Name: Proj/FHA Number:
 Project Address:

Cash Investment | Cash Requirement | **Source of Funds** | Recommendation

Source Alias	Funds Available
A	\$500,000
Total:	\$500,000

Other Fund Name	Other Funds Amount
bridge loan	\$1,125,000

Total Available Cash: (A)

Figure 82. Settlement Requirements Window - Source of Funds Tab

To add an Other Source:

1. From the **Settlement Requirements** window, click the Source of Funds tab.
2. Click , and a blank line displays.
3. Enter *Other Fund Name*, and *Other Fund Amount*.
4. Click to close the window and you return to the **Project Analysis** window.
5. Save your work.

To delete an Other Source:

1. From the **Settlement Requirements** window, click the Source of Funds tab.
2. Select the Source you want to delete.
3. Click the right mouse button, and the edit menu displays.
4. Select the delete option and the Confirm Delete message asks if you are sure you want to delete the item.
5. Click and you return to the Source of Funds tab.
6. Save your work.

7.4.4.4.4 Recommendation

This tab displays the total cash available, total cash required, and total escrow money, if applicable, needed for the project. Special conditions for A&E, Cost, and Valuation can be viewed here. Also on this tab, the system sets the default recommendation to Approved or Rejected based on the following criteria:

- The system recommendation is set to 'Approved' if:
 - (1) 2530 Status for all participants is 'Approved'
 - (2) Recommendation Credit Status, in Credit Analysis, for all participants is 'Acceptable' or 'Not Applicable'
 - (3) Recommendation Financial Status, in Financial Analysis, is set to 'Acceptable', 'Conditional Acceptance', 'N/A Capitalized Mortgagor' or 'Not Applicable'
 - (4) Total Available Cash is equal to or more than Total Estimated Cash Requirement
 - (5) For 223f projects with Private Loans, the amount of the private loan cannot exceed 7 1/2 % of HUD's Fair Market Value.
- The system recommendation is set to 'Rejected' when *Total Available Cash* is less than *Total Estimated Cash Requirement*.

The MCE can enter special conditions, comments, and credit and financial narratives.

Mortgage Credit - Settlement Requirements

Project Name: Proj/FHA Number:
 Project Address:

Recommendation

Total Available Cash: (A)
 Total Estimated Cash Required: (13)
 Difference: (C) = (A-13)
 Total Front Money Escrow:

Recommendation
☐ Approved ☒ Rejected

Examiner Options

Special Conditions

Figure 83. Settlement Requirements Window - Recommendation Tab

To enter Special Conditions:

The Special Conditions button allows the MCE to enter any conditions placed on the recommendation. Special Conditions are printed on Form HUD-92264-A in section IV: Recommendation, Requirements and Remarks and on the Commitment Letter.

1. From the **Settlement Requirements** window, click the Recommendation tab.
2. From the Examiner Options, click and the **Recommendation - Special Conditions** window (Figure 84) displays.

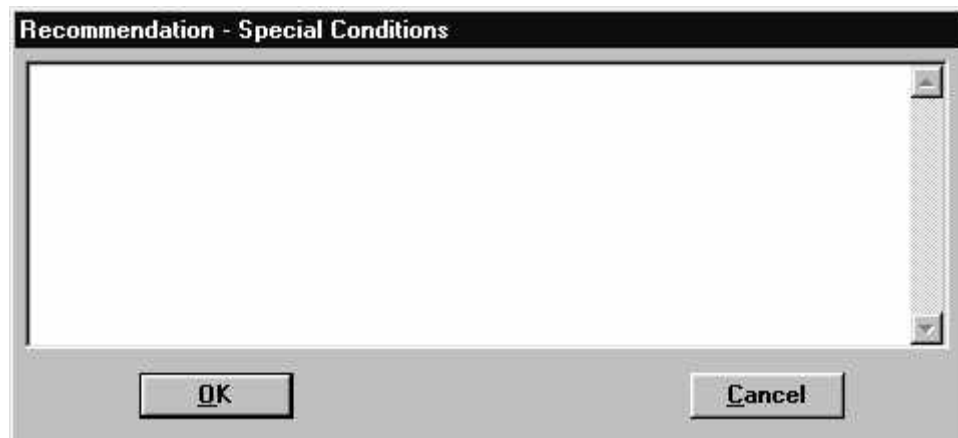


Figure 84. Recommendation - Special Conditions Window

3. Enter the special conditions.
4. Click to return to the Recommendation tab.
5. Save your work.

To enter Recommendation – Comments:

This process allows the Mortgage Credit Examiner to capture additional comments that will not be printed on the Form HUD-92264-A document.

1. From the **Settlement Requirements** window, click the Recommendation tab.
2. Click and the **Recommendation - Comments** window (Figure 85) displays.

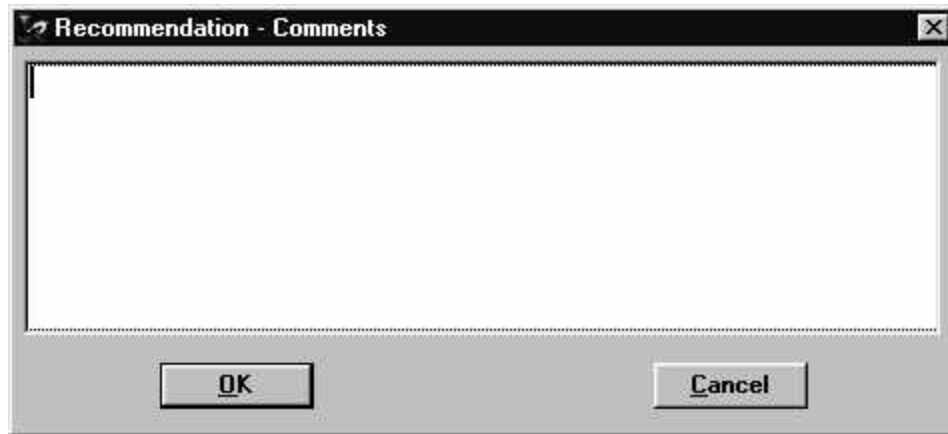


Figure 85. Recommendation - Comments Window

3. Enter comments.
4. Click to return to the Recommendation tab.
5. Save your work.

To enter Credit and Financial Narratives:

The Credit and Financial Narrative option is an executive summary to the application upon submission. It is a general overview of the credit worthiness of the principals of the project. The Credit and Financial Narrative entered in this window will display on the 92264-A.


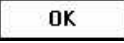
1. From the **Settlement Requirements** window, click the Recommendation tab.
2. Click  and the **Credit and Financial Narrative** window (Figure 86) displays.



Figure 86. Credit and Financial Narrative Window

3. Enter your comments.
4. Click  to return to the Recommendation tab.
5. Save your work.

To view A&E Special Conditions:

The A&E Special Conditions in this window will display on the 92264-A.

1. From the **Settlement Requirements** window, click the Recommendation tab.
2. Click and the **A & E Special Conditions** window (Figure 87) displays.



Figure 87. A&E Special Conditions Window

3. Click and you return to the Recommendation tab.
4. Save your work.

To view Cost Special Conditions:

The Cost Special Conditions in this window will display on the 92264-A.

1. From the **Settlement Requirements** window, click the Recommendation tab.
2. Click and the **Cost Special Conditions** window (Figure 88) displays.

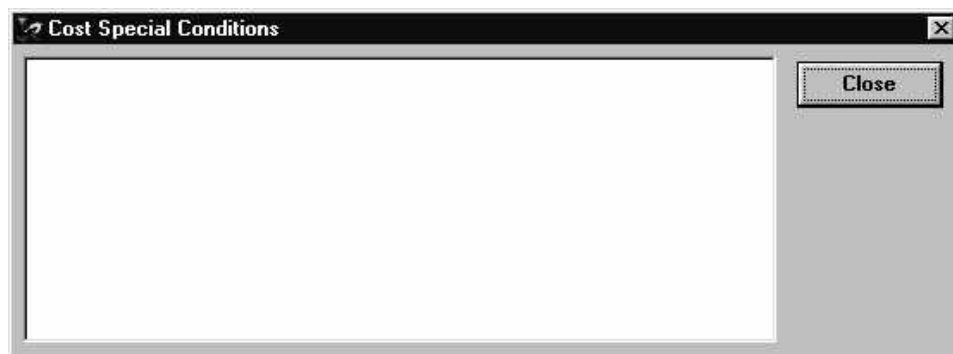


Figure 88. Cost Special Conditions Window

3. Click and you return to the Recommendation tab.
4. Save your work.

To view Valuation Special Conditions:

The Valuation Special Conditions in this window will display on the 92264-A.

1. From the **Settlement Requirements** window, click the Recommendation tab.
2. Click and the **Valuation Special Conditions** window (Figure 89) displays.



Figure 89. Valuation Special Conditions Window

3. Click and you return to the Recommendation tab.
4. Save your work.

7.4.5 Underwriting Summary Tab

The Underwriting Summary tab on the **Project Analysis window** (Figure 90 and Figure 91) is process establishes the necessary requirements for preparing the Underwriting Summary. It is divided into six sections: Commitment recommended as follows, Payment Provisions, Assurance of Completion, Subject to Requirements as follows; Anticipated Operating Deficit; and B181 Architect's Agreement.

Project Analysis

Project Name: Proj/FHA Number:

Project Address:

Underwriting Summary

Commitment recommended as follows:

Section of the Act: (1) MIM: (2)

Permanent Interest Rate: (%) (3) Construction Interest Rate: (%) (3)

First Payment is due in the first day of months after date of mortgage (4)

Payment Provisions :

Number of Payments: Monthly Mortgage Payment: (5c)

Maturity Date years months after first payment to principle (6)

Assurance of Completion:

Payment Bond: Performance Bond:

Payment And Performance Bond: Cash Assurance:

Total: (7)

Figure 90. Project Analysis Window - Underwriting Summary Tab (1 of 2)



Note: *When completing the Assurance of Completion, remember the following valid combinations:*

- Payment Bond *and/or* Performance Bond; *or*
- Payment And Performance Bond; *or*
- Cash Assurance.

Project Analysis

Project Name: Proj/FHA Number:
 Project Address:

Underwriting Summary

Subject to Requirements as follows:

Cost of equipping and Renting, etc. (Working Capital): (8a)
 Total Development Cost: (8b)
 Escrow deposit for Offsite Requirement: (8d)

Anticipated Operating Deficit :

Escrow \$ for months
 Reserve for Replacements: per month (10)

FHA Inspection Fee: (11)
 Commitment Term: days (12)
 Commitment Fee: (14)

Commitment Expiration Date: (13)

B181 Architect's Agreement:

Architect's Declared Cash Design Fee:
 Architect's Declared Cash Supervisory Fee:

Figure 91. Project Analysis Window - Underwriting Summary Tab (2 of 2)

To enter Assurance of Completion information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter the Assurance of Completion data:
 - *Payment Bond*;
 - *Performance Bond*;
 - *Payment and Performance Bond*; and
 - *Cash Assurance*.
3. Save your work.

To enter/edit Anticipated Operating Deficit information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter *Commitment Term*, if the project is Insured Advances.
3. Enter *Commitment Expiration Date*, if the project is Insurance Upon Completion.
4. Save your work.

To enter/edit B181 Architect's Agreement information:

1. From the **Project Analysis** window, select the Underwriting Summary tab.
2. Enter *Architect's Declared Cash Design Fee*.
3. Enter *Architect's Cash Supervisory Fee*.
4. Save your work.

7.4.6 Cost Certification Tab

This process allows the HUD Mortgage Credit Examiner to prepare the Cost Certification for 223(f) programs only.

To enter Cost Certification information:

1. From the **Project Analysis** window, select the Cost Certification tab (Figure 92).

Project Analysis

Project Name: Proj/FHA Number:

Project Address:

Project Summary Underwriting Summary **Cost Certification**

Cost Certification Date:

	2205A	Documented Cost	2264A Accounts	Allowed	Disallowed
Purchase Price			\$2,245,900		
Repairs			\$753,500		
FHA Fees			\$60,568		
Lender's Fees			\$80,703		
Title/Recording Fee					
Legal Fee					
Organizational Fee					

Comments

13-23-04 13:11:42

Figure 92. Project Analysis Window - Cost Certification Tab

2. Enter the data in the following columns:

- *Cost Certification Date*;
- *2205A* data;
- *Document Cost*;
- *Allowed* amounts; and
- *Disallowed* amounts.

3. Save your work.

To edit Cost Certification information:

1. From the **Project Analysis** window, select the Cost Certification tab.
2. Enter the new data:
3. Save your work.

To enter Comments:

1. From the **Project Analysis** window, select the Cost Certification tab.
2. Click and the **Section 223(f) Cost Certification - Comments** window (Figure 93) displays.



Figure 93. Section 223(f) Cost Certification - Comments Window

3. Enter *Comments*.
4. Click .
5. Save your work.

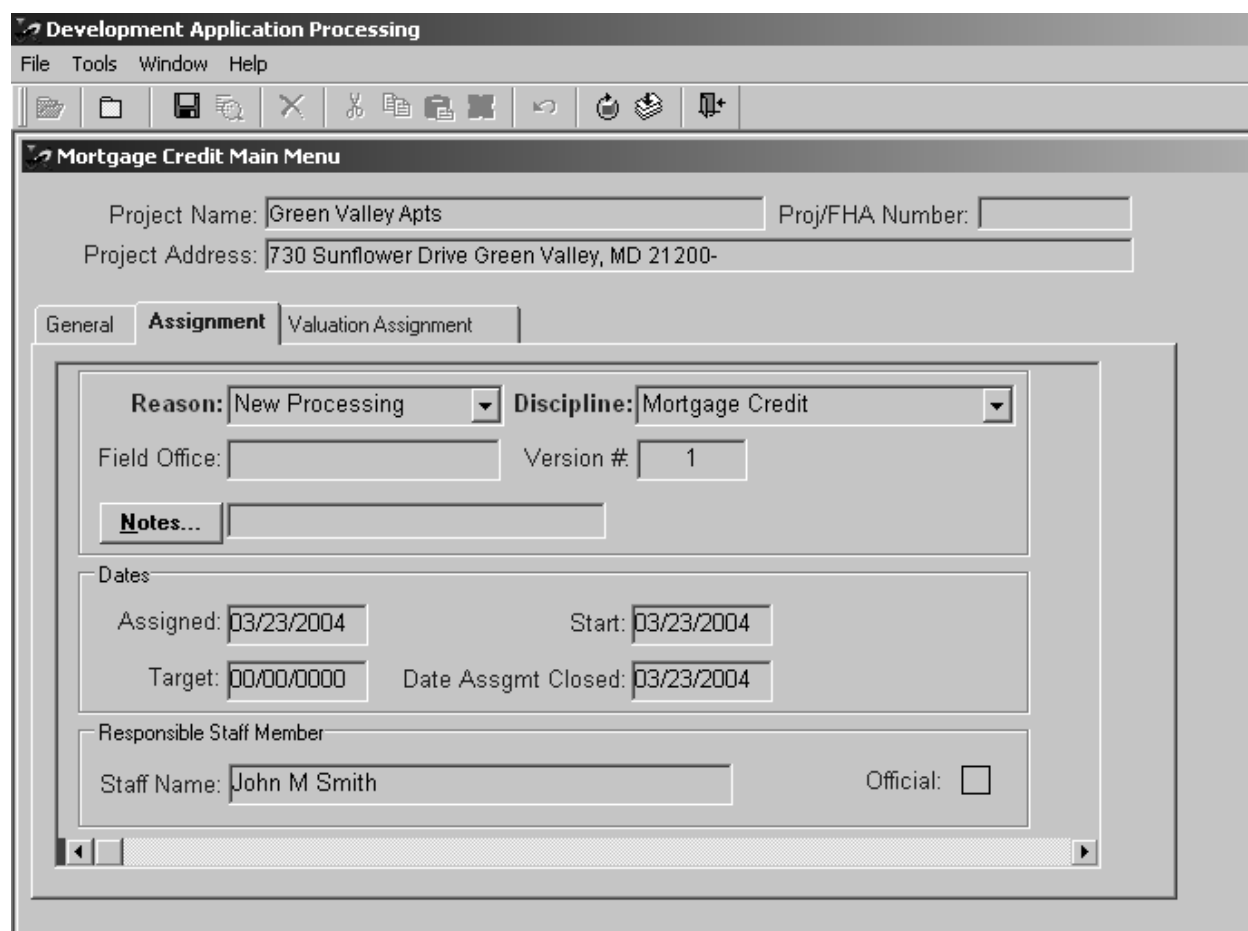
7.5 Closing the Assignment

Assignments are closed when the analysis is complete or an administrative close is necessary.

An assignment is closed when the Mortgage Credit analysis is completed the *Complete* date is entered and saved on the Assignment tab. All Mortgage Credit data becomes view-only. If you need to add or change information in the completed assignment, a new assignment must be made from the Tracking subsystem. Contact your supervisor or team leader.

To enter a Complete Date:

1. From the **Mortgage Credit Main Menu** window, click the Assignment tab (Figure 94).



The screenshot shows the 'Mortgage Credit Main Menu' window with the 'Assignment' tab selected. The window has a title bar 'Development Application Processing' and a menu bar 'File Tools Window Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields and tabs. The 'Assignment' tab is active, showing fields for 'Reason' (New Processing), 'Discipline' (Mortgage Credit), 'Field Office', 'Version #' (1), 'Notes...', 'Assigned' (03/23/2004), 'Start' (03/23/2004), 'Target' (00/00/0000), 'Date Assgmt Closed' (03/23/2004), 'Responsible Staff Member', 'Staff Name' (John M Smith), and 'Official' (checkbox). The 'Valuation Assignment' tab is also visible.

Figure 94. Mortgage Credit Main Menu - Assignment Tab

2. Enter a *Complete Date*.
3. Save your work.

Administrative Close

There are several reasons for an administrative close (Figure 95). These include, but are not limited to, the following:

- re-assignment of workload;
- interest rate change; and
- changes in an A&E, Cost and/or Valuation technical discipline (e.g., change in number of units in A&E, change in contractor estimates, change in unit rents etc.).

You must notify the Tracking analyst for an administrative close. The Tracking analyst closes the assignment and then creates a new one. The new assignment only contains data entered in the Tracking subsystem. It does not contain the information you entered in the previous assignment. You may copy all of the data from any single previous assignment to the new assignment. For more information on copying data from a previous analysis, see Section 7.3.3.

The screenshot shows the 'Mortgage Credit Main Menu' window with the 'Assignment' tab selected. The window title is 'Development Application Processing'. The menu bar includes 'File', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations. The main form area has the following fields and controls:

- Project Name:** Green Hills
- Proj/FHA Number:** 05235153
- Project Address:** 55 E. Hollins St. Baltimore, MD 21234-
- Tabs:** General, **Assignment**, Valuation Assignment
- Reason:** New Processing (dropdown)
- Discipline:** Mortgage Credit (dropdown)
- Field Office:** (text field)
- Version #:** 1 (text field)
- Notes...** (text field)
- Dates:**
 - Assigned:** 01/13/2004
 - Start:** 01/15/2004
 - Target:** 00/00/0000
 - Date Assgmt Closed:** 01/15/2004
 - Admin. Close** (checkbox)
- Responsible Staff Member:**
 - Staff Name:** John M Smith
 - Official:** (checkbox)

Figure 95. Mortgage Credit Main Menu - Assignment Tab - Administrative Close

7.6 Navigating Report Windows

After selecting a report, the **Print Preview** window (Figure 96) gives you the flexibility to view specific pages and/or to print the report. This section describes the **Print Preview** window components, and how to zoom and change the setup of your printer.

Figure 96. Print Preview Window

Report Command Buttons

Table 3 describes the report command buttons that you can use after generating a report.

Table 3. Description of Report Command Buttons

Report Command Buttons	Description
	Jump to the first page of the report.
	Navigate through the report one page at a time either forward or backward.
	Jump to the last page of the report.
	Displays the Zoom window where you can enlarge or reduce the size of the report you generated (for detailed steps, see Section 7.6.1).
	Print the report on your default printer.
	Change your default printer's parameters and options (for detailed steps, see Section 7.6.2).
	Save the report to your computer or diskette.
	Close the Print Preview window.

7.6.1 Using the Zoom Option

The **Zoom** option (Figure 97) allows you to change the way the report displays on your computer monitor. You can enlarge the report to view a specific area of the report, or reduce the report to view a wider area of the report. You also can use the horizontal and vertical bars to view covered portions of the report.

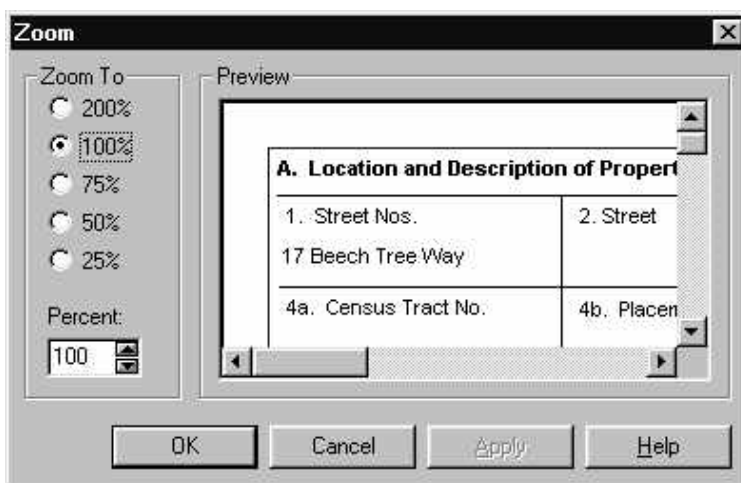


Figure 97. Zoom Window

To reduce or enlarge a report:

1. On the **Print Preview** window click **Zoom...**, and the **Zoom** window displays.
2. Select the radio button to enlarge or reduce the viewing size of the report.
3. Click **OK**. The **Zoom** window closes and the **Print Preview** window displays the enlarged/reduced report.

7.6.2 Using the Printer Setup Option

Use the **Printer Setup** window (Figure 98) to change your printer's properties and options.

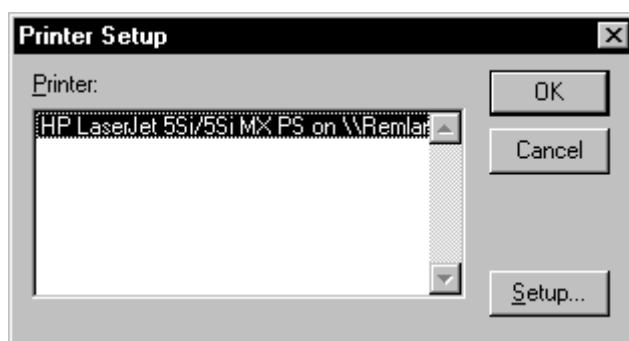


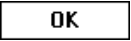
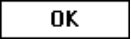


Figure 98. Printer Setup Window

To change your printer's setup:

1. Click  on the **Print Preview** window. The **Printer Setup** window displays the name of the printer(s) to which you are connected. The default printer is highlighted.
2. Click  and the **Printer Properties** window displays. The printer's properties vary with manufacturers.
3. Change the printer settings to meet your needs.
4. Click  and the **Printer Properties** window closes.
5. Click  and the **Print Preview** window displays.

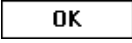

7.7 Mortgage Credit Reports

Users access the Mortgage Credit reports from the General tab on the **Mortgage Credit Main** window. The information in these reports is based on data for a project that has been entered and analyzed in the DAP disciplines. You can use the procedures in this section to select, view, print, and save the Mortgage Credit reports listed below.

Table 4. Mortgage Credit Report List

HUD - 92264	Multifamily Summary Appraisal Report
HUD - 92264A	Supplement to Project Analysis
HUD - 92264A	Appendix I
HUD - 92264A	Appendix II
HUD - 2264A	18n Operating Deficit
HUD - 92438	Underwriting Summary
HUD - 92283	Financial Requirements for Closing
HUD - 2205A	Review Worksheet for 223(f) Cost Certification
HUD - 92451	Financial Record of Mortgage Loan Transaction

To generate, view, print and retrieve a Mortgage Credit report:

1. From the **Mortgage Credit Main** window, select the General tab.
2. Select the Project Analysis option from the Mortgage Credit Menu.
3. Click  and the **Project Analysis** window displays.
4. Click  (reports) and the **Reports List** window (Figure 99) displays. A project's SoA and characteristics determine which report selections display.

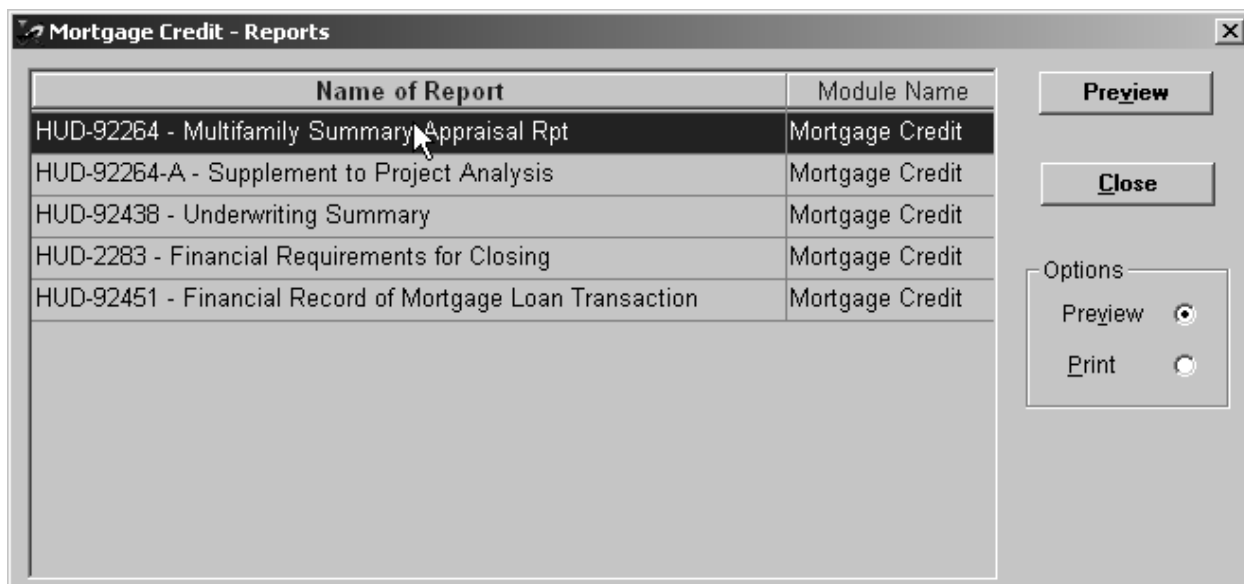



Figure 99. Mortgage Credit Reports List Window

5. Select a report.
6. Click  and the report displays in the **Print Preview** window. You can use command buttons on the **Print Preview** window to print or save the report.

-OR-

Select the **Print** radio button and click  to print the report without previewing.

7. See the sections that follow for instructions on viewing, printing and saving the individual reports.

7.7.1 HUD 92264 - Multifamily Summary Appraisal Report

The HUD-92264 is the means provided for developing and recording Capitalized Value, Total Estimated Replacement Cost, Comparison Approach to Value, final opinion of Fair Market Value, and Budgeted Construction Cost of a Multifamily housing project. These estimates, with others, are necessary in determining the economic soundness of a project as required by the National Housing Act. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92264 - Multifamily Summary Appraisal report.
2. Click **Preview** and the report displays in the **Print Preview** window (Figure 100).

Multifamily Summary Appraisal Report

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-03
(exp. 3/31/2006)

This form is in compliance with the requirements of the Uniform Standards of Professional Appraisal Practice for written reports, except where the Jurisdictional Exception is invoked to allow for minor deviations, as noted throughout.
Additional technical direction is contained in the HUD Handbooks referenced in the lower right corner.

Application Processing Stage
☐ SAMA
☐ Fee Simple
☐ Feasibility (Rehab)
☐ Leasehold
☒ Firm

Project Name: Evergreen Hills Apts
Project Number: 12211006

Purpose: This appraisal evaluates the subject property as security for a long-term insured mortgage. Included in the appraisal (consultation for Section 221) is the analyses of market need, location, earning capacity, expenses, taxes, and warranted cost of the property.
Scope: The Appraiser has developed, and hereunder reports, conclusions with respect to: feasibility; suitability of improvements; extent, quality, and duration of earning capacity; the value of real estate proposed or existing as security for a long-term mortgage; and several other factors which have a bearing on the economic soundness of the subject property.

A. Location and Description of Property

1. Street Nos. 187 Paradise Valley Road	2. Street 2952	3. Municipality Red Bluff	4a. Census Tract No. 1630	4b. Placement Code 2952	4c. Legal Description (Optional)	5. County CA	6. State and Zip Code 96080 -1354
7. Type of Project <input checked="" type="checkbox"/> Elevator(s) 20 <input type="checkbox"/> Detached <input type="checkbox"/> Highrise <input type="checkbox"/> Wallup <input type="checkbox"/> Semi-Detached	8. No. Stories 4	9a. Foundation <input checked="" type="checkbox"/> Slab on Grade <input type="checkbox"/> Partial Basement <input type="checkbox"/> Full Basement <input type="checkbox"/> Crawl Space	9b. Basement Floor <input type="checkbox"/> Structural Slab <input checked="" type="checkbox"/> Slab on Grade	10. Proposed <input checked="" type="checkbox"/> Existing	11. Number of Units Revenue: 159 Non - Rev.: 1	12. No. of Bldgs. 5	13a. List of Accessory Buildings and Area See Attachment

Figure 100. HUD 92264 - Multifamily Summary Appraisal Report

3. Use the command buttons to view or print the report.
4. Click **Close** to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92264 - Multifamily Summary Appraisal report.
2. Select the **Print** radio button, and the **Preview** button changes to **Print**.
3. Click **Print** and the report prints on your default printer.

7.7.2 HUD 92264A - Supplement to Project Analysis

The HUD-92264 - A establishes the Maximum Insurable Mortgage, Total Requirements for Settlement, Source of Funds to meet Cash Requirements, and Mortgage Credit Recommendations and Requirements. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - Supplement to Project Analysis report.
2. Click **Preview** and the report displays in the **Print Preview** window (Figure 101).

Print Preview

Supplement to Project Analysis Application Processing Stage: U.S. Department Of Housing And Urban Development
Office of Housing OMB Approval No. 2502-0
Federal Housing Commissioner (exp. 3/21/200
DRAFT

Section or Title Number: 223(f) Refi/ Purchase Apts
☐ Valuation Trial ☐ Conditional ☒ Firm

See last page for Public Reporting burden statement before completing this form

Name of Mortgagor (Borrower): Project No. 12211006
 Project Name: Evergreen Hills Apts
 Location of Project: 187 Paradise Valley Road Red Bluff, CA 96080-1354

Type of Borrower
☐ Private ☒ Profit ☐ Public ☐ Nonprofit ☐ State or Federal Instrumentality, etc.
☐ Management Coop. ☐ Sales Coop. ☐ Investor-Sponsor ☐ Builder-Seller ☐ Limited Distribution

Type of Project
☐ Rental Housing ☐ Mobile Home Court ☐ Board and Care ☐ New Construction ☐ Non-Elevator
☐ Cooperative ☐ Nursing Home ☐ Single Rm. Occupancy ☐ Rehabilitation ☐ Elevator
☐ Condominium ☐ Intermediate Care Facility ☐ Redevelopment ☐ Existing
☐ Capital Advance 202/811 ☐ Housing for the Elderly ☐ Supplement Loan ☒ Refinance

1. Determination of Maximum Mortgage	Criteria	column 1	column 2	column 3
1. Mortgage or Load Amount Requested in Application				\$ 5,478,100
2. Reserved				\$
3. Amount Based on Value or Replacement Cost:				
a. Value in Fee Simple	\$ 6,630,700 x 85 %			\$ 5,636,095
b. (1) Value of Leased Fees	\$			
(2) Grant/Loan funds attributes to R. C. Items and Tax Credits	\$			

Figure 101. HUD 92264A - Supplement to Project Analysis Report

3. Use the command buttons to print the report.
4. Click **Close** to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - Supplement to Project Analysis report.
2. Select the **Print** radio button, and the **Preview** button changes to **Print**.
3. Click **Print** and the report prints on your default printer.

7.7.3 HUD 92264A - Appendix I

The HUD 92264A - Appendix I calculates the loan closing charges used in Criterion 7. The report is available for 223(f) acquisition projects. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - Appendix I report.
2. Click and the report displays in the **Print Preview** window (Figure 102).

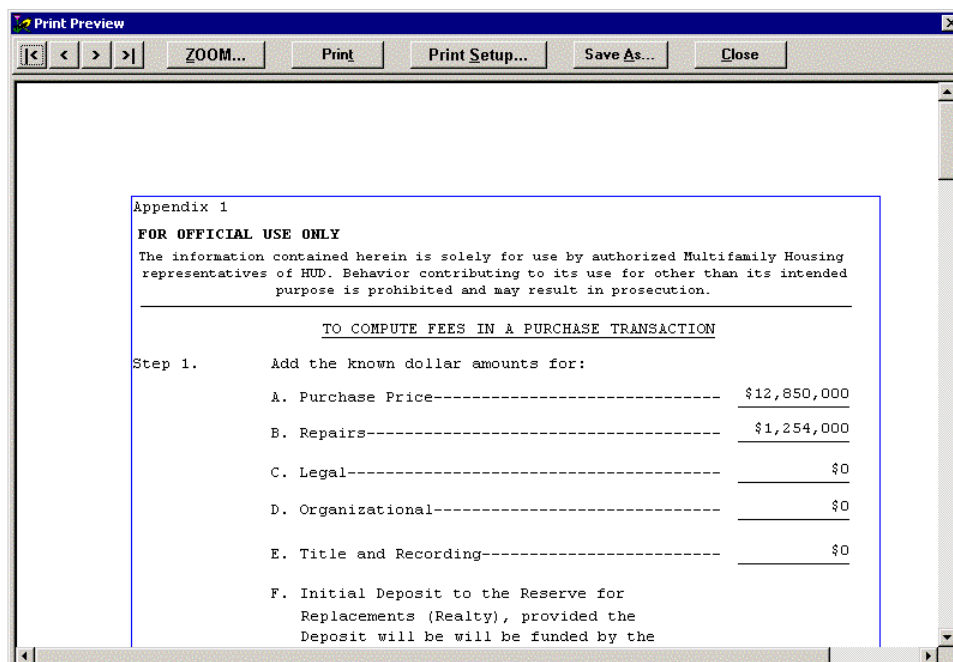


Figure 102. HUD 92264A - Appendix I Report

3. Use the command buttons to print the report.
4. Click to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - Appendix I report.
2. Select the **Print** radio button, and the button changes to .
3. Click and the report prints on your default printer.

7.7.4 HUD 92264A - Appendix II

The HUD 92264A - Appendix II calculates the loan closing charges used in Criterion 11. The report is available for 223(f) refinance projects. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - Appendix II report.
2. Click and the report displays in the **Print Preview** window (Figure 103).

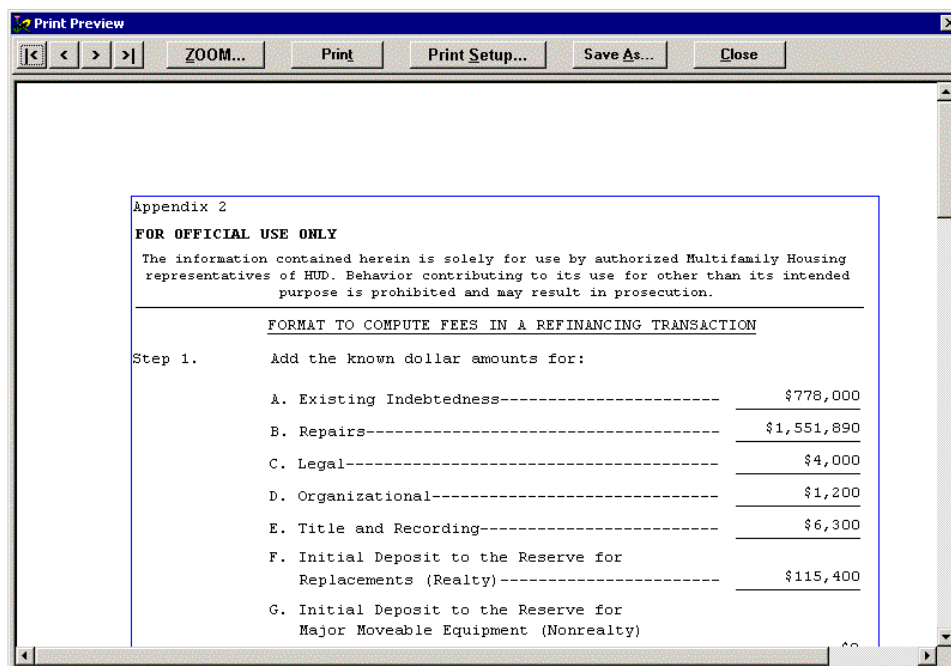


Figure 103. HUD 92264A - Appendix II Report

3. Use the command buttons to print the report.
4. Click to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - Appendix II report.
2. Select the **Print** radio button, and the button changes to .
3. Click and the report prints on your default printer.

7.7.5 HUD 92264A - 18n Operating Deficit

The HUD 92264A - 18n Operating Deficit calculates the Operating Deficit for a project being refinanced or purchased under section 223(f). You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - 18n Operating Deficit report.
2. Click and the report displays in the **Print Preview** window (Figure 104).

Print Preview

Navigation buttons: [Previous], [First], [Next], [Last], [Zoom...], [Print], [Print Setup...], [Save As...], [Close]

Save

Mortgage Credit Instructions		EXHIBIT II
<u>Operating Deficit Escrow</u>		
Step 1. ADD:		
Annual Project Expenses (Line 33 of 2264)-----		\$0
Plus Annual Debt Service Requirement-----		\$400,220
Annual Leasing Fees Applicable to Furniture and Fixtures-----		\$0
	TOTAL	\$400,220
Step 2. USING UPDATED RENT ROLL:		
Add Rents for All Units-----		\$0
Less:Rentals Attributed to Vacant Units-----		\$0
Rents in Arrears (One Month Only)-----		\$0
	RESULT	\$0
Step 3. Multiply Result Obtained in Step		
Product Equals: CURRENT ANNUAL GROSS RENT-----		\$0

Figure 104. HUD 92264A - 18n Operating Deficit Report

3. Use the command buttons to print the report.
4. Click to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92264A - 18n Operating Deficit report.
2. Select the **Print** radio button, and the button changes to .
3. Click and the report prints on your default printer.

7.7.6 HUD 92438 - Underwriting Summary

The HUD 92438 - Underwriting Summary summarizes underwriting conclusions for firm commitment preparation. You can view, print, and save the report.



Note: *If the Construction Interest Rate differs from the Permanent Interest Rate, the Construction Interest Rate displays first under Special Commitments (line 15).*

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92438 - Underwriting Summary report.
2. Click **Preview** and the report displays in the **Print Preview** window (Figure 105).

Underwriting Summary Report		U.S. Department of Housing and urban development Office of Housing	
1.Name of Project Evergreen Hills Apts	2.Location of project 187 Paradise Valley Road, Red Bluff,CA,96080-1354		
3.Project Number 12211006			
Findings : Rejection recommended for the following reasons :			
1. Commitment recommended as follows :			
1. Section of the Act 223f	2.Mortgage Amount \$5,304,500	3.Interest Rate(s) a. (For Use with 5a, 5b, or 5c,below) 6.25 %	b.(For Use with 5d below) %
4.First Payment is due on the first day of the (2) month after the date of the mortgage.			
5. Payment Provisions			
<input type="checkbox"/> a. Combination declining annuity - First payment to principal \$ <u>N/A</u> accelerating at 100. _____ % until _____ installment The _____ installment and all subsequent accelerating at 100. _____ %.			
<input type="checkbox"/> b. Accelerating curtail declining annuity - First payment \$ <u>N/A</u> accelerating at 100. _____ %.			

Figure 105. HUD 92438 - Underwriting Summary Report

3. Use the command buttons to print the report.
4. Click **Close** to close the report.


To print the report without previewing:

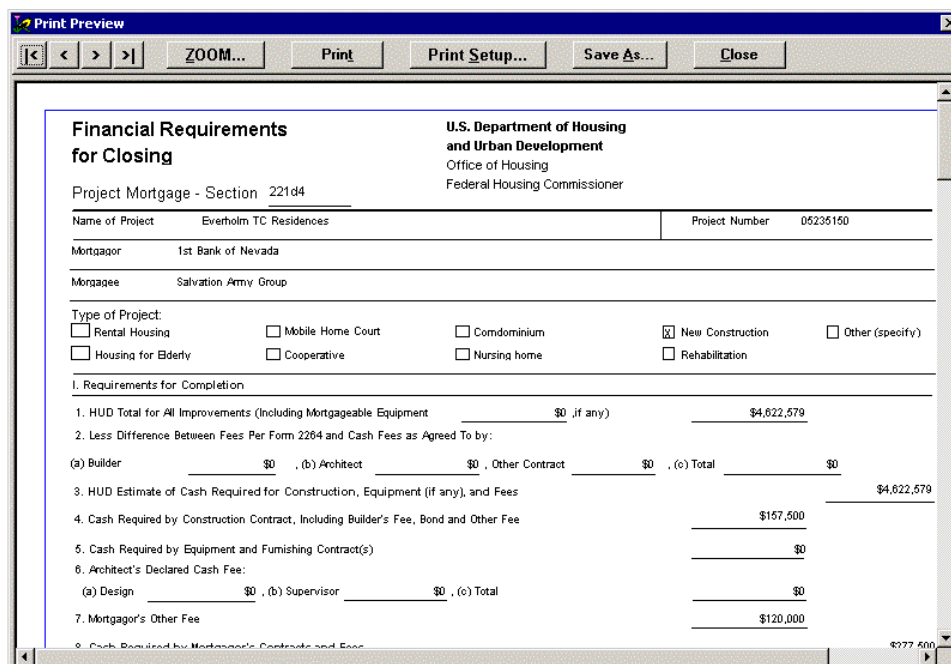
1. From the **Reports List** window (Figure 99), select the HUD 92438 - Underwriting Summary report.
2. Select the **Print** radio button, and the **Preview** button changes to **Print**.
3. Click **Print** and the report prints on your default printer.

7.7.7 HUD 92283 - Financial Requirements for Closing

The HUD 92283 - Financial Requirements for Closing provides the detailed financial requirements for the Initial Closing of a project involving insurance of advances during construction. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92283 - Financial Requirements for Closing report.
2. Click  and the report displays in the **Print Preview** window (Figure 106).



Financial Requirements for Closing

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

Project Mortgage - Section 221d4

Name of Project: Everholm TC Residences Project Number: 05235150

Mortgagor: 1st Bank of Nevada

Mortgagee: Salvation Army Group

Type of Project:

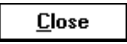
☐ Rental Housing ☐ Mobile Home Court ☐ Condominium ☒ New Construction ☐ Other (specify)

☐ Housing for Elderly ☐ Cooperative ☐ Nursing home ☐ Rehabilitation




I. Requirements for Completion

1. HUD Total for All Improvements (Including Mortgageable Equipment	\$0 , if any)	\$4,622,579
2. Less Difference Between Fees Per Form 2284 and Cash Fees as Agreed To by:		
(a) Builder	\$0	
(b) Architect	\$0	
Other Contract	\$0	
(c) Total	\$0	
3. HUD Estimate of Cash Required for Construction, Equipment (if any), and Fees		\$4,622,579
4. Cash Required by Construction Contract, Including Builder's Fee, Bond and Other Fee		\$157,500
5. Cash Required by Equipment and Furnishing Contract(s)		\$0
6. Architect's Declared Cash Fee:		
(a) Design	\$0	
(b) Supervisor	\$0	
(c) Total		\$0
7. Mortgagee's Other Fee		\$120,000
8. Cash Required by Mortgagee's Contracts and Fees		\$277,500

Figure 106. HUD 92283 - Financial Requirements for Closing Report

3. Use the command buttons to print the report.
4. Click  to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92283 - Financial Requirements for Closing report.
2. Select the **Print** radio button, and the  button changes to .
3. Click  and the report prints on your default printer.

7.7.8 HUD 2205A - Review Worksheet for 223(f) Cost Certification

The HUD 2205A - Review Worksheet for 223(f) Cost Certification is used in reviewing the mortgagor's cost certification. The worksheet shows, for each line item, amounts certified by the mortgagor and amounts allowed and/or disallowed. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 2205A - Review Worksheet for 223(f) Cost Certification report.
2. Click and the report displays in the **Print Preview** window (Figure 107).

Print Preview

Appendix

MORTGAGE CREDIT INSTRUCTIONS

REVIEW WORKSHEET FOR SECTION 223(f) COST CERTIFICATION

Format Only - to be Reproduced Locally

PROJECT NAME: Evergreen Hills Apts PROJECT NO: 12211006 2205A DATED:

ITEM	2205A	DOCUMENTED COSTS	2264A AMOUNTS	ALLOWED	DISALLOWED
1. Total Existing Indebtedness	\$0	\$0	\$778,000	\$0	\$0
2. Repairs	\$0	\$0	\$1,551,890	\$0	\$0
3. FHA Fees	\$0	\$0	\$84,478	\$0	\$0
4. Lender's Fees	\$0	\$0	\$185,658	\$0	\$0

Figure 107. HUD 2205A - Review Worksheet for 223(f) Cost Certification Report

3. Use the command buttons to print the report.
4. Click to close the report.

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 2205A - Review Worksheet for 223(f) Cost Certification report.
2. Select the **Print** radio button, and the button changes to .
3. Click and the report prints on your default printer.

7.7.9 HUD 92451 - Financial Record of Mortgage Loan Transaction

The HUD 92451 - Financial Record of Mortgage Loan Transaction maintains a record of the amount of mortgage proceeds and escrowed funds available for completion of a project. The report is listed by date and description of advancement. You can view, print, and save the report.

To preview and print the report:

1. From the **Reports List** window (Figure 99), select the HUD 92451 - Financial Record of Mortgage Loan Transaction report.
2. Click and the **Inactive** window (Figure 108) displays indicating the report will be available in a future release.



Figure 108. Inactive Window

3. Click to close the window and return to the **Reports List** window (Figure 99).

To print the report without previewing:

1. From the **Reports List** window (Figure 99), select the HUD 92451 - Financial Record of Mortgage Loan Transaction report.
2. Select the **Print** radio button, and the button changes to .
3. Click and the **Inactive** window (Figure 108) displays indicating the report will be available in a future release.
4. Click to close the window and return to the **Reports List** window (Figure 99).

Notes: